

CHRISTINA FORDYCE

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Professional skilled in process improvement, financial, analytic, team, client, and company support, interested to obtain experience within fields of research, architecture, engineering, non-profit, environmental science, sustainability, and/or environmental impact

Expertise & Skill Set

- Bookkeeping, reporting, forecasting
- QuickBooks desktop and online
- MS Office Suite, Excel
- Technical Writing
- Grant writing
- Research
- Gantt charts, Google project management
- AR/AP, GAAPs
- Project implementation
- Drafting fundamentals
- Data Analysis & Analytics
- Tableau, CRM, ERP systems
- Proofreading, Editing
- Invoicing, Billing

Experience

Program Assistant - Bookkeeper

Turnstone Environmental Consultants, Inc.

April 2025-July 2025

- Provided team support in invoicing, maintaining records and analysis, fleet reconciliation, project setup and expense claim review
- Provided mail support in office

Accounting Clerk II – Utility Billing

The City of Tigard/BlueSun Staffing

Temp November 2024-December 2024

- Provided utility account and billing support in person and by phone during system update
- Maintained utility records and account information within database software
- Input payments and balance daily payment till at end-of-day

Accountant, Analyst, Accounting Support

Environmental Consulting & Technology, Inc./Robert Half

Contract June-July 2023

- Provided interim accounting support and analysis in daily processes and month-end close, with reconciliations, employee reimbursements, project and proposal setup, invoice monitoring, HR/accounting functions, travel expenses, and budget upload.
- Utilized Microsoft Excel pivot tables and SQL Server queries to research, analyze, review, and present financial analysis and reconciliation data.

PT Full-Service Bookkeeper

Data Research, Inc./CFS

Short-term Temp April 2023

- Provided short-term bookkeeping support for public records research firm.
- Updated company reconciliations, input billing and accounts receivable, making deposits and journal entries into appropriate accounts.
- Provided backup support in scanning, company research, and email correspondence.

Accounting Assistant II

Kennedy/Jenks Consultants, Inc.

November 2022-March 2023

- Routed daily invoices for vendors within ERP system, BST Global 10, responded to accounts payable and project-related inquiries, set up new vendors for engineering consulting firm, totaling approximately 20-200 invoices and inquiries per day.
- Received accounts receivable/daily checks and EFT payments, monitored treasury, researching and accounting for accuracy.
- Ran accounts payable checks and EFTs every two weeks.
- Created vouchers for payments, charitable donations, and advance check requests.
- Prepared and reviewed employee expense reports

Accounts Receivable Specialist

Elemental Energy, LLC

May 2022-July 2022

- Processed new client projects, inputting into company organization, CRM, and tracking software.
- Created invoices and purchase orders to initiate projects.
- Tracked projects to update status in QuickBooks and Trello
- Responded to emails, input daily A/R transactions, and created invoices within QuickBooks Desktop
- Maintained team support, communication, organization, and management in Basecamp, Trello, Microsoft Office Suite, Google Suite Grasshopper, Excel, and QuickBooks, work remotely using remote access.

- Supported payroll for 50-60 employees in QuickBooks Desktop, including prevailing wage, and categorized pay.

Full-Charge Bookkeeper

National Society of Tax Professionals

October 2021-February 2022

- Input and maintained AR and AP transactions in autopay, bill pay, and bank deposits, recording in QuickBooks Desktop during interim period for tax educational nonprofit.
- Maintained reconciliation, daily input of customer transactions, manual bill/check scan, analysis of events and bootcamps, payments to vendors and board members, maintained upkeep and reconciliation of P&L, general ledger, and balance sheet.
- Ran bi-weekly payroll using Paychex for 5 employees, recording journal entries for payroll and other in QuickBooks, prepared 1040s for contractors, ran excise tax, and company/employee IRA contributions.
- Utilized QuickBooks Desktop, Asana, Slack, Excel, Paychex, BASE, and MFS
- Posted Accruals and adjusting journal entries

Full-Charge Bookkeeper

Green Canopy Wholesale, LLC

September 2020 - December 2020

- Brought natural product manufacturing and distribution company up to date with prior year of tax, inventory analysis information, and records following ownership change
- Maintained and input A/P and A/R transactions.
- Reviewed and reconciled daily transactions and invoices for detail and accuracy.
- Prepared weekly and monthly A/R and A/P statements, audit, and reconciled yearly company expenses and A/R for tax preparation.
- Prepared balance statements, analysis of product sales and distribution
- Maintained organized records with adherence to GAAPs.
- Utilized QuickBooks Online, Excel, ADP, and METRC to maintain invoices, expenses, payroll, and reconciliation.

Transcriptionist, Proofreader, Captioner, Editor

TranscribeMe, Rev, Speechpad, Transcription for Everyone

February 2019 - September 2020

- Provided detailed transcription for a variety of fields including legal, education, media, journalism, agriculture, and medical using full and clean verbatim with speed and accuracy.

Personal & Archival Assistant

Portland, OR

Project September 2017- January 2018

- Managed retired architect's individual files, personal and travel expenses, organizing collection, alphabetizing, and filing chronologically to archive library of work, personal projects, and collections.

EDUCATION

Portland State University 2009-2012, Non-degree
Anthropology, Spanish, Liberal Studies

Berkeley City College, Transfer Credit 2020-2021
Architectural Drafting, Environmental Impact Reports, International Relations

Napa Valley College, Transfer Credit 2020
Database Management, Accounting systems, Analytics, Analysis, Tableau

University of Oregon, 2010, 2021-current
B.S. Environmental Science, Biological and analytical

CERTIFICATES

Intuit Bookkeeping Exam, April 2024

Technical Writing Ed2go, September 2021

Advanced Grant Proposal Writing Ed2go, September 2021

IBM Data Analytics, Coursera, Current

Project Management, Coursera, Current

Google Data Analytics, Coursera, Current

IBM Data Analytics with Excel and R Professional Certificate, Coursera, Current

Google Project Management, Coursera, Current

Engineering Project Management, Coursera, Current

R, Programming Hub, 10/2022

SQL, Programming Hub, 10/2022