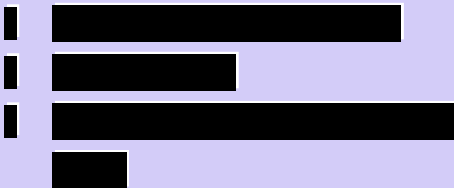


OBJECTIVE

To bring a view of financial literacy and community empowerment to the Block Grant Working Committee with the City of Aurora

CONTACT



EDUCATION

NORTHERN ILLINOIS UNIVERSITY
Bachelors of Science in Accountancy
2009

SKILLS

- Knowledge of several bookkeeping/ERP softwares including Workday, Workful Books, Quickbooks, and ACCPAC
- Experience with bookkeeping/payroll processing for many types and sizes of business/organizations
- Experience with ADP Accountant Connect
- Experience with Slack, G-Suite products, and Microsoft 365 Suite
- Extremely proficient with Excel

Shannon Buckley

ACCOUNTANT

I am passionate about using my skills in accounting and finance to help empower communities and break down barriers to help communities and organizations achieve their full potential.

EXPERIENCE

FIXED ASSET/CAPITAL PROJECT ACCOUNTANT

ADVOCATE AURORA HEALTHCARE

July 2023 – Present

Duties include, tracking projects to place the capital assets into service to begin depreciation, approve requisitions and supplier invoices, reconcile fixed asset general ledgers, prepare annual budget analysis, dispose of assets in our accounting system, prepare manual journal entries, assist on special projects, set up project budgets based on our capital policy and the provided documentation from the project manager, amend budgets as necessary, and close projects when they are completed.

STAFF ACCOUNTANT

ESH ACCOUNTING LTD

January 2016 – July 2023

Complete individual, corporate, and non-profit tax returns. Complete and file federal and state payroll tax reports and sales tax reports. Prepare monthly, quarterly, and annual small business and non-profit bookkeeping entries, reconciliations, and closing entries for clients and provide clients with accurate financial statements. Prepare 1099's and W-2's for corporate clients. Assist entrepreneurs in registering/establishing small businesses with federal, state, and local agencies.

TREASURER

AURORA MUTUAL AID

January 2023 - Present

This is a volunteer position. Prepare the monthly treasurer report and annual report, track grant fund allocations, prepare 990-N and Illinois AG-990, quarterly budget analysis and tracking, and assist board with financial and budgeting decisions. Volunteer my time for various events that provide mutual aid services and advocacy for our community.