

Contact

www.linkedin.com/in/sara-thurner-1a914410 (LinkedIn)

Top Skills

Time Management
Financial Analysis
Accounting

Sara Thurner

Accounting Professional
San Francisco Bay Area

Experience

O2 Treehouse Commercial Inc
Finance Operations Manager
April 2024 - Present (1 year 4 months)
Petaluma, California, United States

Empire College School of Business
Controller
January 2019 - October 2019 (10 months)
santa rosa, ca

TLCD Architecture
Senior Accountant
March 2013 - March 2014 (1 year 1 month)
Santa Rosa, Ca.

Ray Carlson & Associates, Inc.
8 years 1 month
Full-charge bookkeeper/ Accounting Manager
April 2005 - March 2013 (8 years)
Responsible for new marketing strategy, re-branding, website, social media and marketing budget.
Managing and reconciling all bank accounts.
Monthly reporting, I.E., P&L, balance sheet, division and sales.
Handling all A/P and A/R.
Work with management and CPA for year-end reporting.
Payroll including liability payments and audits.
Monthly client billings working with project management team.

Director of Operations
March 2005 - March 2013 (8 years 1 month)

Xolar Corporation, Inc
Executive Administrative Assistant
August 1999 - December 2004 (5 years 5 months)

Managed and reconciled eleven bank accounts.
Served as an assistant to the CEO and CFO to the corporation in accordance with company goals.
Inventory/ purchasing parts from our major manufacturers.
Updated and implemented tracking programs for special-order product manufacturing.
Handling all A/P and A/R.
Processing all refunds for all divisions.
Responsible for storage and processing all year-end forms.
Managed all co-op accounts.
Responsible for the heading and the follow through of occasional large scale research projects.

xolar
assistant
1995 - 2004 (9 years)

Prunuske Chatham, Inc
Bookkeeper
May 1998 - February 2000 (1 year 10 months)
Handled time tracking for contracted jobs.
Data entry and filing.

Education

Santa Rosa Junior College
· (1992 - 1994)

American InterContinental University
Bachelor of Business Administration (B.B.A.), Business Administration and Management, General