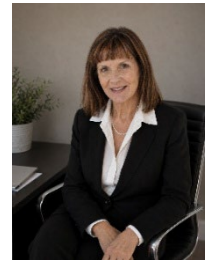


Joanna Tompkins, B. Mgt. (Honours)

Senior Forensic Bookkeeper

403 837-7758 Calgary, Alberta



Professional Profile

Overview

Current position:	Senior Forensic Bookkeeper.
Prior position:	Accountant Engagement Lead of QuickBooks; Intuit Canada.
Prior position:	Senior Trust Bookkeeper; Law firms in Calgary.
Education:	Bachelor of Management Degree (Honours), University of Lethbridge.

CastleTrain Group Inc. - May 2007 to Current (**Owner**)

Senior Forensic Bookkeeper (100% Virtual/Remote Services) – QBO.

Expertise:

- Oversight of the accounting department across Canada: finance, day-to-day accounting, month-end/year-end reconciliations, forecasting, strategic planning, job costing, management and data analysis,
- Direct support to the CEO/President with regards to business development activities such as: investments, acquisitions, dispositions, corporate partnerships; etc.,
- Setup and implementation of: QBO (QuickBooks cloud) the number 1 accounting software in the world and ProFile T2 Corporate Tax Return filings,
- Strong organizational and project management skills,
- Internal Controls nationally, Budgeting, Forecasting and Financial Analysis,
- Human Resources: contact between the organization, staff, and government bodies, provide guidance and training to managers, conduct investigations, and inspire employees towards company objectives,
- Product/Services costing & allocations per: Area, Sales Guys and Percent of Sales,
- A/R, A/P, A/JE, Sales and Sales Tax,
- Joint Ventures, Inter-companies (associated corporations),
- Create, coordinate, and evaluate the financing programs and supporting information systems across several associated corporations,
- Establishing and maintaining superior internal controls and safeguards to monitor progress and present financial metrics to Shareholders,
- Ensure Annual Budgets with oversight of: Payroll, T5s, T5018s, T2200 and GST/HST/PST, and EHT,
- Prepare monthly Unaudited Financial Statements | Management discussion & analysis,
- Enhance accuracy of reported financials and ensure reported results comply with GAAP,
- Prep annual working papers, prepare and eFiling (ProFile T2 Corporate Tax Return) Corporate Tax Returns.

Intuit Canada (March 2004 to April 2007) Home of: QuickBooks, QBO cloud and ProFile.

Accountant Engagement Lead of Canada for QuickBooks and Profile T2s.

- Accounting Advisor, end-to-end for QuickBooks, within a multi billion-dollar corporation, Lead projects for professional accountants across Canada,
- Manage internal partners with Business Unit leaders and external relationships with certified accountants across Canada and bookkeepers, to develop and implement marketing efforts,

- Lead matrix for project control systems & define key accountant processes, with inputs from: new product development, brand plans, creative briefs, and overall company objectives.
- Represent Intuit Canada at various accounting conferences and events across Canada, also (online & live webinars); to promote or train on Intuit Canada's accounting products and services,
- Develop QuickBooks resources, white papers, and other sales documentation for accountants,
- Maintain contact with US counterpart to leverage best practices appropriate for the Canadian market,
- Develop and manage execution of accountant communications, such as the Advisor Advantage Private newsletter for QuickBooks, along with our private member newsletter,
- Develop and maintain financial project plans and account infrastructures oversee project task force teams across Canada and ensure integrity of financial matrix,
- Collaborate with cross-team members to determine accountant acquisition and retention strategies and sell-due-to revenues.

Tekair Safety Inc. May 2002 – February 2004

Senior Bookkeeper

- Direct support to the CEO/President with regards to business development activities such as: investments, acquisitions, dispositions, corporate partnerships; etc.,
- Independent & consolidated financials, Joint Ventures & Associated Corporations,
- Incorporations, forensic litigation, corporate infrastructures, partnership agreements & internal management,
- Project management, internal control processes, set-up and maintenance of accounting infrastructures, procurement, and Oil & Gas Safety processes,
- Preparation & filing of corporate year-ends, CCA, Expropriation ruling & amendments, Capital gains on dispositions of major assets, Capital dividends & elections, write-offs & recapturing of same.
- Liaison with government departments: GST Audit & Seizure department, and Government Compliance.

University of Lethbridge. (Sept 1998 to May 2002)

- Bachelor of Management Degree.
- Graduated: May 2002 with Honours.

Law Firms Calgary, Alberta. Fleming & Co., Mackimmie Matthews.

Senior Trust Bookkeeper (5 years)

Day-to-day activities. 10-year retro analysis of Trust Accounts.

PROFESSIONAL DEVELOPMENT

UNIVERSITY OF LETHBRIDGE

- Bachelor of Management Degree, with Distinction. Graduated: May 24, 2002.

C.A. SOCIETY: Chartered Accountant's Society of Alberta

Financial Management, CE - GAAP | Financial Statement Presentation & Disclosure | Completion of Compilations (Notice to Reader) | Preparation of Reviews & Audits | Corporate Tax Updates | Associated | Companies, Income Tax Refresher, Working Paper Files | Accounting for Income Tax Purposes.

SOFTWARE PROGRAMS

QuickBooks Cloud, (QBO), QuickBooks Desktop Pro, Premier, Accountant Editions & Enterprise, Sage 300 – Simply, Accpac: Pro, Accountant Edition, MYOB, LawMax, Barrister, Business Vision and MS Office Pro, Citrix Webex (virtual meetings) GoToWebinar, DropBox, T2 Corporate Tax Returns (ProFile), TaxPrep and CanTax.