

# AMBER BONLANDER

**Accounting & Bookkeeping Professional | Small Business Advisor**

 Cincinnati OH |  bonlanderamber@gmail.com |  (812) 221-7815

---

## PROFESSIONAL SUMMARY

Accounting and bookkeeping professional with hands-on experience supporting small businesses, startups, and entrepreneurs. Skilled in full-cycle bookkeeping, QuickBooks Online and Desktop, Zoho Books, payroll processing, reconciliations, and financial reporting. Known for accuracy, organization, and clear client communication. Experienced in managing multiple accounts while meeting strict deadlines and compliance requirements.

---

## KEY SKILLS

- Accounting
- Bookkeeping
- QuickBooks Online
- QuickBooks Desktop
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Payroll Processing
- Bank Reconciliations
- Credit Card Reconciliations
- Financial Statements
- Month-End Close
- Year-End Close
- General Ledger
- Small Business Accounting
- Startup Accounting
- LLC Formation
- Client Relationship Management
- Financial Reporting
- Administrative Support

---

## PROFESSIONAL EXPERIENCE

**In The Dash Accounting** | Florida/Ohio | *2025-Present*  
**Owner / Accountant**

- Provide full-cycle bookkeeping and accounting services for small businesses across multiple industries
  - Manage monthly reconciliations, financial statements, and reporting to ensure accurate records and compliance
  - Support startups with entity setup, QuickBooks configuration, and financial best practices
  - Process payroll and ensure timely tax filings and reporting
  - Serve as a trusted financial point of contact, explaining financial data in clear, actionable terms
  - Customize services based on each client's operational needs and availability
  - Maintained accurate books for multiple clients simultaneously
  - Improved financial clarity and organization for business owners
  - Built long-term client relationships through reliability and responsiveness
- 

### Accounting / Administrative Roles

**Various Employers** | Florida, Kentucky, & Indiana | *2023-Present*

- Handled accounts payable and receivable, invoicing, and vendor management
  - Maintained organized financial records and supported month-end close
  - Assisted with payroll, reporting, and general administrative functions
  - Collaborated with management to improve internal processes and documentation
- 

## EDUCATION

### AS-Accounting

Kirkwood Community College | Cedar Rapids, IA

### BS-Business - *In Progress*

University of the Cumberlands | Kentucky

---

## ADDITIONAL INFORMATION

- Detail-oriented with strong organizational skills
- Comfortable working independently or remotely
- Client-focused with excellent communication skills
- Experience supporting multiple industries

## **EMPLOYERS:**

- In The Dash Accounting – Remote – 2025 to Present
- Ledger – Dunnellon FL (REMOTE) - 2026
- HR Block - Dunnellon FL (REMOTE) d- 2025
- Oak Run Associates – Ocala FL – 2025
- 911 Fleet and Fire Equipment – Florence KY – 2023-2025
- Belden, Inc. – Richmond IN – 2023.
- Bohemie Grace Inc. – Aurora IN – 2019-2023
- Retail Data Services – Aurora IN – 2016-2018, 2020
- Alloy Wheel Repair Specialists & Windy Pines Storage – Hiawatha IA – 2020
- Wells Transport – Rising Sun IN – 2018-2019
- MidWest Division – Aurora IN – 2019, 2020-2021
- West Chester Hospital – West Chester OH – 2016
- City of Walker IA – 2010 – 2014
- Strategic Asset Services – Eastern Iowa 2009-2013, Cincinnati 2014-2015
- ANJ Insight Services – Walker IA – 2006-2017
- Collins Road Theatres – Marion IA – 2008-2017
- Prototype Consultants – Cedar Rapids IA – 2000-2007
- Advance Homestead Title & Escrow – Ocala FL – 1999