



Shari Nelson

Accounting and Payroll Specialist

Position with Firm

2022–present **Accounting and Payroll Specialist.** Processes accounts payable, employee reimbursements, and payroll. Assists with accounts receivable processing and provides support to the finance department.

Previous Professional Experience

2004–2022 **Office Manager, Big Brothers Big Sisters Michigan Capital Region, Lansing, Michigan.** Orchestrated the development of the annual budget and processed accounts payable and receivable. Administered all aspects of human resources. Provided administrative and technical support to agency staff. Assisted with planning and coordinating fundraising events.

Activities

- Lowe United Methodist Church, Treasurer, 2022–present
- Maple Rapids United Methodist Charge, Treasurer, 2020–present