



## **Michelle Lindsey, NP**

*Director of Client Service*

### **ABOUT MICHELLE**

A highly skilled and versatile professional, Michelle has a wide range of accounting and bookkeeping experience based upon 30+ years of serving for-profit companies and nonprofit organizations in various roles. Throughout her career, Michelle has been a full-charge bookkeeper, accounting and payroll assistant, accountant and assistant to the chief financial officer, and self-employed consultant providing general accounting, tax preparation, and administrative assistance to CPAs.

Michelle has a comprehensive knowledge of the day-to-day workings of an accounting department and is comfortable providing services to different size clients across various industries. She is a focused problem solver who is goal-oriented, conscientious, and attentive to the unique needs of her clients.

Joining Kaiser Consulting in 2019 as an accounting consultant, Michelle was promoted to director of client service in 2023. She primarily serves our firm's outsourced accounting clients, including many nonprofit and philanthropic organizations and small-to-mid-sized businesses. As a director of client service, Michelle uses her resourceful initiative, collaborative nature, and solutions-oriented approach to develop new and maintain existing client relationships as she leads projects to successful completion.

Michelle is proficient in financial statement preparation, month-end and year-end closings, general ledger maintenance, journal entry preparation, account research and reconciliations, accounts receivable, accounts payable, prepaid expenses, fixed assets, depreciation, and deferred revenue. She is well-versed in budgeting, commission and royalty reporting, cost accounting and inventory control, payroll processing and reporting, and employee benefits administration. Her nonprofit experience provides knowledge of grant reporting and familiarity with IRS Form 990.

She capably performs assessments of accounting processes and recommends improvements, assists with the audit preparation process, including preparing audit schedules and coordinating with external auditors, and trains and manages internal accounting personnel to achieve organizational goals and objectives. Her software skill set includes many accounting and business-related packages, including QuickBooks, Financial Edge, ADP, ProSeries Tax and Document Management Systems, and NetForum Association Management.

Clients value Michelle's attention to detail, keen research skills, and ability to navigate stressful situations while remaining calm and positive. Her dedication to understanding each client's situation and implementing flexible solutions to overcome their challenges, combined with her strong work ethic, make Michelle a trusted advisor to all she serves.

## **INDUSTRY EXPERIENCE**

Nonprofit, Property Management, Real Estate, Service

## **EDUCATION**

- Franklin University, Bachelor of Science, Accounting and Business Administration

## **CERTIFICATIONS**

- NP – Notary Public – Ohio
- Not-for-Profit Certificate I – Association of International Certified Professional Accountants

## **PROFESSIONAL AFFILIATIONS**

- Association of International Certified Professional Accountants
- American Institute of Certified Public Accountants
- The Ohio Society of Certified Public Accountants
- Friends of Southwest Public Libraries | Board Member