



EMMA SIMON

BOOKKEEPING AND PAYROLL SPECIALIST

CONTACT

 [LinkedIn Profile](#)

 cascadiamg.com

 emma@cascadiamg.com

SKILL PROFILE

- Bookkeeping & Payroll Processing
- Financial Statement Preparation
- Financial Reporting & Presentation
- Accounts Payable & Receivable
- Staff Hiring, Training & Management
- Inventory & Asset Management
- Customer Experience Optimization
- Tax Compliance & Filing
- Software Implementation
- Process & Workflow Development

TOP INDUSTRY EXPERTISE

- Real Estate & Property Management
- Construction & Trades Groups
- Health & Human Services
- Nonprofit Organizations
- Professional Service Firms
- Engineering, Energy & Utility



OVERVIEW

Emma is a seasoned bookkeeping and accounting professional with years of experience supporting financial operations across a wide range of industries. As a Bookkeeping Specialist, she provides project-based services, including transaction categorization, account reconciliations, general ledger cleanup, and certified payroll reporting. She is a Certified QuickBooks Online ProAdvisor with multiple ProAdvisor Academy Certifications including Bookkeeping and QuickBooks Online Levels One and Two.

In addition to her financial expertise, Emma has extensive experience in property management, previously overseeing a portfolio of more than 200 properties and 800+ rentable units ensuring financial accuracy and efficiency through meticulous account processing and operational oversight. Her work reflects a strong commitment to organization, accountability, and the delivery of high-quality service.

With a background in behavioral health services and peer support, Emma brings a unique, people-centered approach to her work. She is especially skilled at creating inclusive, supportive environments and is known for her practical mindset, attention to detail, and ability to deliver consistent results. Whether stepping in for interim financial leadership or managing ongoing operations, she is a trusted partner for clients seeking dependable and strategic financial support.

Clients value her balanced approach, reliability, technical skill, and attention to detail. Whether supporting long-term clients or providing short-term relief, Emma brings a people-first, solutions-driven mindset to every engagement.

TTI ASSESSMENT

Emma's TTI assessment reveals her to be a problem-solver, highly performance-driven, and data-oriented. She is able to focus on complex situations with ease. She places an emphasis on the cognitive process and logic when making decisions. Emma is proficient and skilled in her technical specialty. She is quick to understand and adhere to group expectations and technical requirements. Her communication style is trusting, collaborative, diplomatic, analytical and concise.



TTI SUCCESS INSIGHTS™

[Learn more about
TTI Success Insights
Assessments.](#)

