



**BETTY BJORNLIE**  
**Qualifications and Background**

Prior to joining Cooper Norman in 1983, Betty worked for several different organizations preparing payrolls, assisting the accounting department, and performing general office duties.

As a para-professional staff at Cooper Norman, Betty's responsibilities have included monthly accounting, bank reconciliations, data entry, payrolls, payroll reports, processing Section 125 Cafeteria claims, 401(k) reports, accounts payable, accounts receivable, time and billing, and 1040 tax preparation. She has maintained involvement in various client relationships and has been instrumental in building the success of these clients.

Betty is a graduate of the HR Block Tax School and has continued to receive annual updates in taxation. She has attended various classes in QuickBooks and other accounting software programs. She has also taken accounting classes through EITC College and those offered through Cooper Norman's in-house continuing education classes.