

Laura de Curnou

(303) 257-0910

ldecurnou@gmail.com
2355 Hillside Way
Boulder, CO 80305

Experienced, self-starting, very detail oriented accountant with expertise in QuickBooks Enterprise and Pro. Accomplished and experienced in supervision of accounting personnel. Multi-tasking and fast paced offices are optimal environments. Managed system conversions with no down time. Excellent at assessing needs and getting the job done without a lot of direction.

Career Experience:

Southwest Systems Corp. 08/07- Present

Accountant: Responsible for all aspects of accounting for \$6M in multi-state sales, including: reconciliation of general ledger accounts, company cash flow, asset management, inventory control, budgeting, accounts receivable, construction progress billing, accounts payable, all monthly and multi-state quarterly sales and use tax reporting, in house multi-state payroll, all payroll tax reporting and payments. Human resources: on/off boarding, benefits administration and management, workman's comp processing and OSHA reports. W-2 and 1099 processing, work papers and preparation for year-end review with CPA.

Accomplishments include: Streamlining accounting procedures to incorporate a consistent collection process for delinquent accounts resulting in very low bad debt write offs (less than .5%). Instituted a more efficient billing process that increased cash flow by 30-45 days, modified A/P procedures to insure timely and accurate payments. Instrumental in helping with the due diligence reporting required for the sale of the CO branch while accomplishing daily work load, this included converting the company to a class code system in order to break out CO from CA for the sale. Successfully handled a four-year sales, payroll and income tax audit from the state of Colorado. Consistently able to anticipate issues and manage expectations of many team members.

Self Employed 01/99 - 08/07

Consulted with several small businesses to assist with bookkeeping and accounting needs. Set up and handled full charge bookkeeping using Quick Books software including; payroll, billing, accounts payable, tax reporting, and reconciliations of accounts.

Owned and operated Mud Puppies Pottery, LLC: Taught the art of pottery to hundreds of children in the Boulder area through pre-schools and recreation centers.

New Hope Communications, Inc. 03/95 -01/99

Director of Credit and A/R: Responsibilities included; the management of credit and A/R personnel for New Hope and subsidiaries; \$30M plus in annual revenue. Approval of new accounts for credit terms, managing collections of past due accounts, maintaining proper bad debt reserves for the company, calculating final month end commissions for sales reps, interfacing with upper management, sales representatives, and New Hope subsidiaries regarding all aspects of Accounts Receivable.

Accomplishments included: Orchestrated a system conversion to Great Plains software with minimal disruption, instituted a new credit policy to minimize company risk while maintaining positive customer/sales relations, set up A/R systems for newly purchased entities, many of which were in very diversified industries.

Volunteer Work:

Wings Foundation 10/10 – 12/12

Treasurer: Handled oversight of all financial aspects of 501(C) 3. Instituted financial policies and procedures, oversight of grant funding and procedures, Peach Tree accounting entries and reconciliations, prep for annual audit. Attended monthly BOD meetings, fund raising and annual event planning.

Education:

University of Delaware, Newark, DE. Major: Accounting.

