

AMY LEIGH MILLER

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PROFESSIONAL EXPERIENCE

Staff Accountant

Oct. 2020 to Present

Frontline Management, Lafayette, CO

Assist with month end close process, reconcile multiple GL accounts and bank accounts. Monitor, adjust and calculate monthly Fixed Asset depreciation entries. Compute and enter various accrual entries. Support A/P and Controller with ad hoc projects

Staff Accountant

Mar. 2019 to Oct. 2020

Clean Energy Collective, Louisville, CO

Assist with month end close process, reconcile bank accounts, book various accrual entries, income, and expense transactions. Analyze reports and prepare financial statements for bank reporting. Research, gather and report production/financial data to different energy administrative and government agencies. Assist with year-end audit and perform other duties as assigned by controller and lead accountant.

Sales Tax Auditor

Sep. 2016 to Mar. 2019

City of Westminster, Westminster, CO

Identify, research, and quantify tax compliance shortfall situations; make audit recommendations. Examine accounting records, review legal contracts and other supporting source documents to verify transactions are properly recorded and compliant with Municipal Code. Interpret and apply relevant sections of Municipal Code using professional judgment. Create and maintain work papers, schedules, and audit reports and provide documentation to support audit conclusions. Review audit findings with business owner or business representative and provide recommendations for corrective action. Collect deficiencies or issue refunds by using audit test data to project a tax compliance variance factor for the statutory period.

Senior Tax Auditor

Jul. 2014 to Sep. 2016

City and County of Denver, Denver, CO

Performed audits and accounting tests on various business entities using a variety of procedures and methodologies for compliance purposes. Created and provided work papers, schedules, and summary audit reports to business owner or business representative. Educated business owner or business representatives on ordinance or statutory requirements to improve compliance. Generated assessments and collected deficiencies or issued refunds.

COMPUTER SKILLS

Intermediate to advanced user with Microsoft applications including Excel, Access, Word, PowerPoint, and Outlook. Exposure to a variety of Enterprise Resource Planning systems (ERP) and various other accounting systems through both sales tax auditor positions.

EDUCATION

Metropolitan State University - Denver, CO

Bachelor of Science degree in Accounting - May 2014

Red Rocks Community College - Lakewood, CO

Associate of Arts Degree - August 2009

HONORS & AWARDS

Accounting Honor Society - MSU Denver

Sigma Beta Delta Honor Society - MSU Denver

Magna Cum Laude - MSU Denver

SPECIAL INTERESTS

Volunteering, Reading, Snowboarding, Camping, Backpacking, Bicycling, Rock climbing & Gardening.