

DANIEL O'TOOL

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Fort Collins, CO

Accounting Clerk

Nine years of combined accounting education and experience.

Thirteen years of experience working in various office management systems.

Experience tracking/presenting data, preparing reports, scheduling, and utilizing Excel spreadsheets.

High degree of professionalism with ability to build positive relationships with clients/coworkers.

Strong organizational skills with ability to create efficiencies in the workplace.

SKILLS

- Full Cycle Accounting
- Accounts Payable/Receivable
- Concur/Credit Card Management
- SAP
- Microsoft Office Suite
- Coupa
- Business Objects
- Proficient data entry

EXPERIENCE

Accounting Clerk, Woodward

2018-Present

- Manage credit card expenses for entire company.
- Process thousands of invoices each month.
- Reconcile account statements for vendors/customers.
- Maintain hundreds of vendor/customer records.
- Strengthen relationships with vendors/customers with excellent customer service.
- Process and distribute 1099 forms for calendar year end.
- Create journal entries.
- Prepare month/quarter/year end reports for executives.
- Assist in closing transactional accounting modules each month/quarter/year.
- Collaborate with other departments to create efficiencies in daily processes.
- Manage multiple plants and accounts.
- Team lead - provide training and guidance to new and current team members.
- Assist in multiple projects to change or upgrade company software.

Accounting Intern, Tolmar

2017-2018

- Process and create invoices.
- Prepare financial reports.
- Create journal entries.
- Reconcile bank statements.
- Perform inventory audits.

Military Police, United States Army

2011-2017

Honorable Discharge, No Reserve Commitment

- Manage team of nine.
- Create and implement monthly training schedules and courses.
- Provide operational, administrative, and logistical support to higher command.
- Conduct monthly performance evaluations of soldiers to ensure requirements were met.

EDUCATION

Des Moines Area Community College

2017

- Associate Degree in Financial Administration
- Dean's Honor List: Every semester for earning above a 3.50 grade-point average.