

# Danielle Kanczes

## **Accounting for You**

Fort Collins, CO 80521

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Authorized to work in the US for any employer

## Work Experience

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### **ACCOUNTANT**

Greeley Housing Authority - Greeley, CO

March 2018 to January 2020

- Entered all payroll documentation into Tenmast.
- Separated expenses according to property.
- Handled 24 bank accounts and kept all money accounted for down to the penny.
- Received all rent receipts and payments.
- Obtained POs to match to invoices and work orders.
- Completed audits and entered necessary information into the general ledger.
- Took 2 class on HUD Accounting in New Orleans.
- Worked with the maintenance guys on receipts.
- Reconciled all the bank accounts and general ledgers monthly.
- Reconciled CDBG all accounts and acquired a better bank interest rates.
- Kept compliance with HUD, GASB, and auditors.
- Used a revolving account to pay bills and transfer money according to how much money each program spent.
- Stayed in contact with the bank to be sure all charges were justified.

### **ACCRUAL ACCOUNTANT**

New Firewall Forward - Loveland, CO

January 2017 to September 2017

- Input data from cash sales, charges and warranties into QuickBooks Online and QuickBooks desktop.
- Manage payroll documentation and submit it to payroll company for 15 employees (12 hourly, 2 salary and 1 salary plus commission.)
- Kept track of each employees time off and vacation time used and accrued.
- Responsible for keeping up with inconsistent documents.
- Ability to maintain documents and complete tasks by staying late when necessary.
- Kept track of each journal entry by entering information into an excel spreadsheet.
- Paid all bills on time and accurately on a daily basis because the company was on C.O.D. terms with vendors.
- Kept track of all vendor payments and customer payments.
- Input all new customers (most were new) and vendor information into QuickBooks and EBis (Airplane software).
- Reconciled 5 bank statements from 2013 to present.

- Transferred the company from QuickBooks online to QuickBooks desktop.
- Transferred company from Unify payroll to Wells Fargo Payroll system.

### **CASH ACCOUNTANT**

GEO Science - Fort Collins, CO  
October 2014 to January 2017

- Manage payroll for 7 employees. Pay 940, 941, State Withholding, unemployment UTR, DR1094. Pay payroll taxes for city of Fort Collins, state and county quarterly, monthly and yearly.
- Record credit card sales.

### **CASH ACCOUNTANT**

BOBS APPLIANCE SERVICE - Fort Collins, CO  
October 2014 to January 2017

Input data from cash sales, charges and warranties into QuickBooks and warranty sites and portals.

- Complete background checks and drug screenings for 5 employees yearly.
- Manage payroll for 17 employees. Pay 940, 941, State Withholding, unemployment UTR, DR1094. Pay payroll taxes for the city of Fort Collins, state and county quarterly, monthly and yearly, accordingly.
- Analyze and complete end of month reports.
- In charge of payables and collect receivables.
- Supervise parts girl on how to do paperwork for ease of access.
- Control collections and keep track of over 100+ receivables customers and 25+ warranty companies.
- Keep track of A/R, A/P, inventory, and bad debt and check register reports to the trial balance sheet.
- Reconcile bank, credit card and savings account statements on monthly basis.
- Email customers and warranty companies with professionalism when necessary.
- Handle 30+ incoming and outgoing emails.
- Complete applications for 2 new warranty companies and 5 new property management companies.
- Properly obtaining necessary information to create new charge customers.
- Send out liability and car insurance and workman's compensation to all 20+ vendors that require them.
- Pay month end sales tax, quarterly withholding and solvency tax, quarterly and unemployment taxes.
- Complete 3-5 new or call back work orders and schedule them with accuracy daily.
- Look up and order parts for customers and technicians in the field and in the shop.
- Complete over the counter sales by cash, check, credit card and charge customers for both Bob's Appliance and GEO Science.
- Set up computers for proper use with certain warranty company's.
- Manage 17 employees on how to use different sites to achieve their objectives.
- Endure insufficient training skills by coming in on weekends to keep the company on track by locating and researching the necessary information on parts to receive payment from warranty companies.
- Submit correct documents to vendors like W-9s, car insurance, liability insurance, workman's compensation.

- Secure and keep track of 4-5 new employees and set them up in the new employee site online.
- Track and complete the necessary information for vendors who need employee drug screenings and inform employees of locations.
- Email and call customers and property managers with estimates on jobs.
- Submit information to a local appliance delivery and installation company for appliances sold at Bob's.
- Submit proper information to get extra money authorized through warranty companies when necessary.
- Transfer and convert videos from phone to YouTube to send via email.
- In process of setting up an access program to move our company from manual work orders to a computerized system.
- Praised for achieving an increase in the labor rate for warranty companies.
- Entrusted with signature privileges for billing and payroll purposes when the boss is away.
- Praised for only having to write off two C.O.D.s and one warranty equaling to under \$150.00 altogether.
- Praised for excellent and savvy computer skills.
- Praised for creating new improved work order for techs to utilize.
- Praised for being the go to person to get the job done efficiently and effectively.
- Referred to as the researcher by my boss.
- Praised for flawlessness with collections with warranties, charges, and C.O.D.s this year.
- Praised for ability to work with insurance company to get the correct wording to get set up with a billing agency for apartment complexes to collect outstanding debt.
- Praised for taking initiative to research and figure out useful information to make the company more money.

## **DISPATCHER**

Dial-A-Ride - Fort Collins, CO

June 2012 to June 2014

- Answer and manage multiple phone calls for reservations with less than 2 minute hold times.
- Complete intake forms and subscriptions for clients.
- Make reservations for clients accurately.
- With no training or supervision due to low staffing I was given the responsibility and succeeded at dispatching with drivers with accuracy and detail when handling no shows, cancel at the doors, medical delays, or rearranging trips for drivers to keep track so drivers are not too early or late.
- Reviewed reports for errors and made necessary corrections, suggestions, and informed fellow employees of their errors that I corrected so the drivers were well informed on passengers.
- Trusted and experienced with receiving cash and credit card payments over the phone and in person with confidentiality.
- Praised by auditor for great phone communication skills along with ability to get job done in timely fashion.
- Ranked one of the best dispatchers by manager.
- Praised by customers and drivers for ability to get the job accomplished.

## **TAX SPECIALIST I**

H&R Block - Fort Collins, CO

August 2013 to April 2014

- Ability to learn TPS program with attention to detail and accuracy.
- Completed over 100 tax returns so far this year for tax year 2013.

- Forms I am familiar with are the 1040, 1040A, 1040 EZ, Schedule (A, B, C, and D), 2106 Employee Business Expenses, Education credits, W-2s (Military, Governmental, Scholarship, Substitute, and Regular).
- Tests I have taken are: 1040 Preparation and Planning 1: Fundamentals, 1040 Preparation and Planning 2: Gross Income, 1040 Preparation and Planning 4: Schedule K-1, Ethics and Due Diligence, Tax Associate, and Tax Specialist I.
- Completed two months of extensive pen and paper tax forms and TPS program training, customer training, and hands on training with real clients.
- Paid for a PTIN (Professional Tax Identification Number) through the IRS.
- Understanding and learning that just because the information is black and white that each taxpayer is unique.

## **STUDENT**

Colorado State University - Fort Collins, CO

August 2009 to May 2013

- Educated and trained in computer programs such Microsoft Office 2003, 2007, 2010 and 2013 Word, Excel, Access, PowerPoint, Outlook.
- Completed courses at Colorado State University in these subjects: Intermediate Accountant I, Intro to Taxation, Legal and Regulatory Issues in Accountant, First Year Spanish I, Intro to Managerial Accountant, Intermediate Accountant I, Cost Management, Technology in Agriculture (CIS), Agricultural and Resource Economics, Business Information Systems of Finance, Financial Markets and Institutions, Intro to Financial Planning, Principles of Investments, Patterns of Phenomena, Calculus in Management Sciences, Contemporary Management and Practices.

## **Accountant**

ACCOUNT TECH I - Fort Collins, CO

June 2009 to November 2009

- 3 month internship turned into 6 months.
- Reconciling cash advances, auditing purchase orders for taxes.
- Prepared documents to be scanned and organized w-9's by vender number.
- Knowledge of computer programs such as Excel and People Soft.
- Ability to use office equipment such as Xerox machine, fax, and scanners.
- Created Excel spreadsheet for careers in Accountant to identify similarities.
- Praised for ability to learn programs and software diligently.
- Praised for attention to detail with spreadsheets in an efficient manner.

## **ADMINISTRATOR**

Front Range Community College (Work-Study) - Fort Collins, CO

January 2008 to May 2009

- Created a spreadsheet to keep track of employers contacted.
- Provided guidance and instruction on database from supervisor and fellow employees.
- Retrieved passwords and Id's accurately.
- Maintained database for 3000+ customers.
- Followed instructions from fellow employees and my supervisor.
- Contacted employers to post their positions on the Front Range Community College job site.

- Praised for diligence in training my replacement by writing a 6 page training manual for my position.
- Praised for ability to work efficiently, effectively, and accurately with attention to detail.

## **STUDENT**

Front Range Community College - Fort Collins, CO

August 2006 to May 2009

- Completed courses at Front Range Community College in these subjects: Principles Of Accountant I, Principles Of Accountant II, Art Appreciation, Introduction to Business, Business Communication Report Writing, Legal Environment of Business, Science of Biology with Lab, English Composition I & II, Microeconomics, Macroeconomics, Western Civil I, Conversational Spanish I, College Algebra, Conceptual Physics, Intro to philosophy, Public Speaking, Business Statistics.

## **ADMINISTRATIVE ASSISTANT**

City of Fort Collins City Hall - Fort Collins, CO

September 2006 to March 2008

- Assisted with the editing of the Fort Collins City Hall spreadsheet budgets.
- Adept at documenting information with accuracy and skilled in 10 key.
- Maintained and stayed within budget for activities with the city for 4000+ employees and their families.
- Organized filing room and files for ease of access and understanding for employees.

## **OFFICE ASSISTANT**

City of Fort Collins Financial Administration - Fort Collins, CO

June 2007 to December 2007

- Gathered all required verbal and written information to document for each customer for people who qualified for rental and utility rebate checks.
- Assisted with the editing of the spreadsheet budget by correcting errors in equations.
- Worked alone and with groups to complete tasks entirely.
- Maintained database for 2000+.
- Knowledge of computer programs such as Excel, Access, and GroupWise.
- Acted independently to field calls and solved problems.
- Completed projects on time 100% of the time.
- Praised for being efficiently competent, patient, prompt, and quick learner.
- Received accolades for great attitude, taking initiative, and leaving customers satisfied with their experience.

## Education

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### **Bachelors in Accounting in Accounting**

Colorado State University - Fort Collins, CO

September 2013

### **Certificate**

Colorado State University - Fort Collins, CO

March 2012

## **Associates Degree in Accounting in Accounting**

Front Range Community College - Fort Collins, CO

August 2009

### Skills

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- Accounting (7 years)
- Bookkeeping (7 years)
- Accounts Payable (7 years)
- Payroll (4 years)
- Quickbooks Desktop (5 years)
- Outlook (10+ years)
- Budgeting (7 years)
- Excel (10+ years)
- Receptionist (10+ years)
- Accounts Receivable (7 years)
- General Ledger (7 years)
- Billing (7 years)
- Collections (7 years)
- General Ledger Accounting (7 years)
- Journal Entries (7 years)
- Quickbooks Online (1 year)

### Assessments

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#### **Accounting: Basic Principles — Proficient**

January 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_assignment/3cfvxxi7kjtvmzfyh](https://share.indeedassessments.com/share_assignment/3cfvxxi7kjtvmzfyh)

#### **Accounting Skills: Bookkeeping — Proficient**

January 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_assignment/euq7edferikudncx](https://share.indeedassessments.com/share_assignment/euq7edferikudncx)

#### **Supervisory Skills: Interpersonal Skills — Proficient**

January 2020

Fostering a collaborative environment and conducting difficult conversations.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/66f6bac3f6385bbbe893520f03d2551feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/66f6bac3f6385bbbe893520f03d2551feed53dc074545cb7)

#### **Numerical Reasoning Skills — Proficient**

January 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/06650aa842ec78e8a661605e9fc889a0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/06650aa842ec78e8a661605e9fc889a0eed53dc074545cb7)

### **Human Resources Skills: Compensation & Benefits — Proficient**

January 2020

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/46397b149c372b4842d30e9cfd51cf16eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/46397b149c372b4842d30e9cfd51cf16eed53dc074545cb7)

### **Verbal Communication — Highly Proficient**

January 2020

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/e0d0b286850a22914a3b45eb062e37a6](https://share.indeedassessments.com/share_to_profile/e0d0b286850a22914a3b45eb062e37a6)

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