

**Dawn Zielbauer**  
Northglenn, CO 80233  
303-886-5013 - dawnyz@live.com

## Qualifications Summary

Highly organized and dedicated Accountant with more than 17 years' experience in all aspects of daily accounting functions, including 11 years in the Oil & Gas Industry.

## Professional Experience

*Mustang Resources LLC* *8/2014 to present*

### **Staff Accountant/Office Manager**

Process high volume weekly A/P cycle including invoice coding and routing, check runs, monthly joint interest billing preparation, bank reconciliations, credit card program management, general journal entries and all year end functions. Assist Revenue Accountant with non-operated revenue entry and A/R. Maintain all office needs including support to the President and Vice President. Responsible for creating new procedures at startup of company.

*Cartasite LLC* *3/2013 to 8/2014*

### **Staff Accountant**

Daily, weekly and monthly accounting duties including A/P, A/R, customer billing, order processing, bank reconciliations and month/year end close procedures. Assist Controller with Financial statement preparation including journal entries and accruals. Responsible for putting new procedures in place to maximize efficiency in a rapidly growing company, including a new customer billing procedure. Recovered over \$400,000 in accounts over 90 days.

*Ondrish & Associates P.C.* *9/2004 to 11/2012*

### **Oil & Gas Accountant/Human Resources Administrator**

Provided outsource accounting duties for over 20 Oil & Gas accounts, including check runs, bank reconciliation, revenue reporting, payroll administration, joint interest billing, AFE preparation, LOE accruals, general journal entries, and all year end functions. Coordinated large scale successful migration to upgrade OGSYS software for all clients which included over 40 companies. HR Duties include benefit administration including health, dental, long and short-term disability, SIMPLE plan, life insurance and FLEX plan administrator. New hire orientation and payroll administration for internal company.

*Ringsby Terminals, Inc./Ringsby Realty Corporation* *9/1999 to 9/2004*

### **Accounting Clerk /Assistant**

Bookkeeping duties included accounts payable and receivable, monthly customer billing, bank reconciliation, general journal entries, payroll and deposits. Updated listing agreements and client updates, monthly and quarterly direct mailings and preparation of marketing materials.

*Associated Professional Home Health Care, Inc.*  
*8/1998 to 9/1999*

**Office Manager/Executive Assistant**

Assistant to the Executive Director and support to four (4) Department Directors. Prepared monthly data analysis, charts and graphs. Coordinated meetings and travel arrangements, developed and maintained all clinical forms, prepared monthly reporting to various Regulatory Agencies, trained and supported all new employees on new computer system. Editor of quarterly newsletter.

*E&K Great Northern Drywall*  
*8/1998*

*7/1997 to*

**Payroll/Accounting Clerk**

Processed weekly payroll for over 140 employees, provided new hire orientation and benefit administration. Performed employment verifications, certified payroll, accounts payable/receivables as well as monthly client invoicing. Editor of quarterly newsletter and weekly safety meeting materials.

*Clifton Gunderson LLC*  
*7/1997*

*4/1996 to*

**Internal Bookkeeper/Word Processing**

*Ryland Homes*  
*3/1996*

*4/1992 to*

**Production Administrator**

**REFERENCES AVAILABLE**