

Donna Lhotak-Crippen

Comptroller/Human Resource Manager - Campbell County Fire Department

Brighton, CO 80602

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A Position with a progressive organization offering long-term career.

WORK EXPERIENCE

Comptroller/Human Resource Manager

Campbell County Fire Department - Gillette, WY -

2010-10 - Present

- Manage all areas of department financial activities to include accounts receivable, accounts payable, revenue/billing, payroll, financial reports, general ledger and budgeting.
- Responsible for payroll processing; maintaining payroll and related records; completing all required payroll reports on a monthly, quarterly or annual basis
- Monitor and review activity in the general ledger; identify and investigate unusual transactions; prepare, review, and post adjusting journal entries; maintain chart of accounts. Accounts Payable/Receivable.
- Coordinate employee benefit processes between benefit providers, county benefit administrator and employees; coordinate annual employee benefit enrollment.
- Assist with state and federal grant preparation, administration and monitoring; ensure financial compliance with all grants.
- Attend Board meetings to provide additional financial information as may be requested; meet Board Treasurer as required.
- Assist new and terminating employees in the appropriate paperwork; maintain employee personnel files and keep apprised of labor laws and regulations
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare Yearly Budget and monthly budget updates.

Office Manager/CFO

Tri County Parts & Equipment - Brighton, CO -

1993-03 - 2010-10

- All Accounts Payable/Receivable
- Prepare all General Ledger, Financial Statements, Balance sheets
- Payroll and Tax preparation
- Secretary/Treasurer of the Board of directors

Accountant

Unifert Usa Inc - Kansas City, MO -

1988-12 - 1993-02

- Tracking of inventory and cost to all location
- Month end review on cost of all products
- Semiannual Field audits and annual company audits
- Handled detailed general ledger, financial statements, Balance sheets and special projects

Senior Budget Coordinator

US Sprint - Lenexa, KS -

1988-03 - 1988-11

- Audited monthly bonuses and commissions
- Designed new spreadsheets, revised annual budget quarterly
- Tracked total exempt and non-exempt headcount and overtime
- Implemented personnel requisitions policy and approval process.

Accountant

The Bailey Company - Lakewood, CO -

1987-02 - 1988-02

- Closed daily and monthly books covering weekly sales, monthly inventories
- Accounts payable/receivable
- Payroll and Tax preparation

EDUCATION

Bachelors in Business Management

University of Phoenix - Phoenix, AZ

1997