

# Garrison Dam

## **Accounting & Finance Professional**

Bellvue, CO

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Hi,

I currently run an outdoor adventure business and am looking for some supplemental income on the side. I saw the warehouse associate position and thought maybe that would be a good fit for me.

Thanks!

Garrison Dam

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Specialist**

Aston Carter/LHI/PEG - Denver, CO

March 2023 to September 2023

- Ensured payments for invoices and check requests were processed and entered in a timely matter
- Verified accuracy of A/P batch output to ensure correct vendor coding
- Generated and balanced accounts payable reports to vendor statements
- Maintained and updated vendor files
- Identified issues related to 3-way matching between invoice, purchase order and order receipt
- Researched any discrepancies between systems and reported to Management

### **Revenue Accountant**

Lincoln Electric - Fort Collins, CO

November 2021 to December 2022

- Played a significant role in the month end close process in 2-person finance department
- Invoiced nearly 5M project milestone based revenue monthly
- Invoiced nearly 1M service related revenue monthly
- Adjusted shipped project revenue from customer billings to revenue monthly
- Reconciled balance sheet, bank and expense accounts on a monthly basis
- Gathered various documents for semi-annual SOX audit
- Calculated labor and time/material cost for percent of completion projects
- Reported on gross margin and periodic variances to project management team
- Handled annual inventory audit including cycle count of raw materials
- Input project revenue for system, service and order change requests for billing
- Interpreted financial data and input invoicing milestones into accounting system
- Generated invoicing from sales orders received from Parts Department
- Made monthly expense adjustments on project summaries
- Compiled expense reports for all Fort Collins personnel monthly
- Answered vendor questions regarding invoicing and accounts receivable

## **Remote Accounting & Finance Consultant**

Tolmar (Aston Carter) - Windsor, CO

August 2020 to June 2021

- Prepared annual Generics budget
- Prepared monthly Tolmar Generics Sales Report
- Participated in annual audit of financials and processes
- Prepared net book value, depreciation, addition and disposal reporting for all asset classes monthly
- Generated monthly budget vs. actual reporting for Tolmar Gx monthly
- Prepared cash flow analysis and 6 month forecast for cash receipts for Tolmar Gx monthly
- Booked bank entries and balanced bank accounts
- Prepared Eversana direct and indirect sales report monthly
- Booked journal entries related to rebates, returns and prompt pay vendors

## **Accounting Coordinator**

City of Fort Collins (Express Personnel) - Fort Collins, CO

February 2020 to June 2020

- Reconciled Landscape and Engineering escrows between Accela and JD Edwards
- Entered updated Landscape and Engineering escrows into Accela
- Identified discrepancies between accounting software systems
- Reported on necessary adjustments for reconciliation and recommended best practices
- Summarized Accela and JD Edwards finalized reconciliation

## **Accounting Consultant**

Array Bio Pharma (Kelly Services & Planet Pharma) - Boulder, CO

October 2017 to April 2019

- Compiled monthly and quarterly sales and use tax data returns
- Prepared Biotech rebate and filed annually
- Entered non-recurring and recurring journal entries to general ledger
- Prepared amortizations for software and hardware expense monthly
- Reconciled balance sheet, bank, and expense accounts monthly
- Processed fixed assets and depreciation
- Month End Close Responsibilities

## **Accounting Consultant**

Accounting Principals - Denver, CO

March 2015 to October 2017

- Booked non-recurring and recurring journal entries to general ledger
- Prepared amortizations for software and hardware expense monthly
- Reconciled bank and balance sheet accounts monthly
- Maintained 80MM in CIP, tracked project spend and reported to management monthly
- Recorded fixed asset acquisitions, acquisitions and ran depreciation monthly
- Calculated and reported broker commissions and customer rebates monthly
- Assisted with annual audit of inventory, cost accounting related accounts and processes
- Initiated ACH bank transactions from requests from management
- Researched and provided documentation for annual financial audit
- Analyzed and monitored raw material, WIP and finished goods inventory
- Month End Close Responsibilities

## **IT Financial Analyst**

HUNTER DOUGLAS - Broomfield, CO

July 2012 to July 2014

- Responsible for financial planning and analysis of over 30MM in IT expense for North America
- Booked and managed over 5MM in capital assets annually
- Prepared amortizations for hardware and software expense
- Ran depreciation monthly
- Coded travel and material expenses to correct general ledger account and cost center
- Assisted in preparation of quarterly and annual expense and capital IT forecasts
- Prepared and reported on quarterly variance analysis for expense and capital for IT department
- Assembled and prepared written financial summation for presentation to IT Leadership

## **Accounting Consultant**

ACCONTEMPS - Colorado Springs, CO

June 2010 to July 2012

- Booked journal entries to general ledger
- Reconciled balance sheet accounts monthly
- Performed fixed asset tracking, additions, transfers and retirements
- Assisted in accounting software conversions
- Month end close responsibilities

## **Billing Specialist/ Staff Accountant**

MCKESSON CORPORATION - San Francisco, CA

April 2003 to June 2007

- Invoiced nearly 50MM in monthly billings to companies suppliers
- Reconciled balance sheet accounts
- Generated journal entries and posted them to SAP accounting system
- Capitalized and reported on nearly 3MM in computer hardware/software for technology upgrade
- Implemented electronic invoicing accounting system
- Participated in semi annual Sarbanes-Oxley audit
- Month end close responsibilities

## Education

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### **Bachelor of Science**

SUNY Oswego

## Skills

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- Microsoft Excel
- Microsoft Word
- Microsoft Power-Point
- SAP
- SAP BPC
- Cognos

- Business Objects
- Microsoft Dynamics
- Oracle 11i
- Great Plains
- MAS-90
- Concur
- Microsoft Navigator
- Epicor
- AS400
- Innotas
- QuickBooks
- SAGE
- Fourthshift
- Model  
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- MS Access