

Heather R Gaglia
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Skills

- Extensive full cycle accounting experience in Cost Accounting / Project Accounting / Staff Accounting, Journal Entries, General Ledger, A/P & A/R
- Strong organizational skills
- Skilled with Microsoft Office particularly Excel and Word
- Vast experience in ERP systems including Sage 300, SAP, Maxwell, Excaliber, Solomon, Ceridian, Great Plains, MAS90, MAS200, Dynamic
- Proficient with QuickBooks
- Extremely detailed

Professional Experience

State of Colorado

April 2024 - Current

Contract ARPA Grant Program Invoice Specialist

- Reconciliation of fiscal invoices, identifying errors in costs, missing receipts documentation
- Communication with grantees to reconcile errors/needed documentation
- Organization and filing of invoices and supporting documentation in specified manner
- Scheduling of collaborative meetings between various BHA units and grantees
- Attending scheduled meetings and notetaking of relevant action items
- Development of organizational methods to collect data and complete required reporting
- Categorical spend down monitoring
- Time and Effort Documentation Review
- Capital Costs Documentation
- Review Matching funds monitoring
- Payroll Documentation Review

B&B Blending

G/L Accountant-temporary accounting contract

August 2023 – Feb 2024

- Handled all cash financial postings for 3 different companies
- Processed all G/L entries for all 3 companies to match intercompany balances
- Handled over 50-month end tasks and reconciliations
- Reviewed P&L throughout the month to ensure all entries were accounted for properly
- Highly skilled General Ledger Accountant with extensive experience in maintaining accurate financial records and ensuring compliance with accounting standards.
- Proficient in performing month-end close activities, reconciling accounts, and preparing financial statements.
- Adept at analyzing financial data to identify discrepancies and implementing corrective actions.
- Demonstrated ability to collaborate cross-functionally to streamline processes and improve efficiency.
- Strong attention to detail and commitment to delivering accurate and timely financial reporting. Proven track record of effectively managing multiple tasks and meeting deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills with a dedication to fostering positive working relationships within the organization.

GoHomePort

April 2023- June 2023

Sr. Staff Accountant - temporary accounting contract

- Handled all day-to-day financial postings for 6 different storage facilities
- Month-end, Journal Entries Adjustments, Bank Reconciliations, credit card reconciliations
- Processed all accruals, all GL adjustments and profit and loss variances

- Managed 6 entities, equity shared assets, moving money, reimbursing different entities for shared resources across multiple entities.
- Handle leasing assets across multiple entities, calculated hours and allocated salary for shared labor assets, categorized assets costs in QB
- Financial Reporting out of QB's property level and enterprise level, reports forecast to actuals variance reporting current and forward look forecasting as well
- Handled all A/P and A/R

Heather's Front Porch – Business Owner
Antique & Gift Boutique

June 2022 – January 2023

Company of Animals
Accountant

July 2021 – June 2022

- Processed all daily payments for two separate divisions of international entities
- Handled all employee reimbursements and credit card reconciliations
- Processed all international wire conversions and payments
- Worked closely with purchasing to certify invoices against purchase orders
- Reconciled all bank accounts monthly
- All financial reporting directly to the controller
- Managed all A/R to keep under 30-60 days
- Handled all customer inquiries and resolutions

Altitude Site Services
Staff Accountant / Division Manager

November 2020 – June 2021

- Implemented QuickBooks to handle the waste division for 170 commercial dumpsters
- Managed five employees and routed their daily schedules
- Collected on numerous past due accounts with success
- Took over two other divisions with my accounting system in place
- Reported all financial growth directly to the owners and controller
- Created a program to keep A/R under 30-60 days

Green Man Cannabis
Accountant

March 2020 – November 2020

- Handled all A/R & A/P functions for both retail locations and corporate office
- Maintained all books for subsidiary company and prepared month end financials accordingly for back invoicing
- Prepared all month end reporting and financials for both retail and corporate locations
- Handled all Petty cash requests and tied out to all Blue Line Financial transactions
- Prepared monthly bank validations and reporting
- Assisted with Payroll when needed.
- Organized and scheduled all inspections, license renewals and legal documentation for all locations
- Handled all day-to-day operations issues and resolved in a timely manner
- Have active M.E.D badge

Frontier Fire Protection
Accounts Receivable Specialist

September 2019 – March 2020

- Reviewed all construction contracts and change orders and ensured accurate and complete data entry into accounting system.
- Captured and recorded key requirements, restrictions, deadlines, etc. for each contract to ensure complete accounting compliance.
- Participated in and facilitated effective monthly WIP review meetings with Superintendents including timely post meeting follow up.
- Worked effectively with Superintendents to obtain complete information for billing each job accurately.

- Execute an accurate and timely monthly billing cycle for all active contracts/change orders.
- Ensure timely completion and delivery of all lien waiver requirements
- Prepare and maintain an effective e-filing system for all construction contracts and change orders.
- Find and contact customers to ask about their overdue payments.
- Make daily collection calls/emails.
- Resolve billing and customer credit issues.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Ensure an accurate, complete, and up to date construction customer database.
- Ensures confidentiality of proprietary information

Oakwood Homes (Contract)

September 2018-January 2019

Staff Accountant

- All cash applications
- All month end reconciliations on multiple GL accounts
- Home closure documentations for Denver and Colorado Springs
- Project schedules closings between states
- All cost accounting and reconciliation to tie out
- All general GL tie outs and revenue for accuracy

**Benjamin West
September 2018**

September 2014 –

Project Accountant

- Supervisor of the Dallas/Chicago/Hawaii accounting team's three to five members
- Management of over hundred, multi-million-dollar projects
- Creation and updating of monthly cash flows and funding requests
- Management of prompt vendor payments
- Vendor account reconciliation
- Month end reporting
- Bank Reconciliation
- Final project closing, reporting, and reconciliation