

Heidi McKeogh

Controller - Auraria Higher Education Center

Thornton, CO 80241

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Authorized to work in the US for any employer

WORK EXPERIENCE

Controller

Auraria Higher Education Center - Denver, CO - 2016-06 - Present

Responsibilities:

- Managing daily operational activities of the Accounting Department, which includes Payroll, A/P, A/R, Grants and Project Accounting (Facilities and Capital Construction)
- Contract signature delegate for all agency business in the CFO's absence
- Supervision of 4 employees, indirect supervision of 6 employees
- Preparation of the annual financial statements in conformity with GAAP
- Preparation of interim financial statements for presentation to management and the Board of Directors
- Developing internal control policies, guidelines and procedures for activities such as cash management, A/R, A/P, Collections and Fixed Assets
- Collaborating with the CFO on bond issuances and refunding of bonds
- Perform quarter and annual variance analysis of financials
- Implementing a new accounting software system for the agency, including rewriting the existing accounting policies and procedures to correspond with the new system
- Advising management on accounting and financial matters by analyzing and reviewing professional accounting theory and standards, state fiscal rules, policies and procedures, and grant requirements
- Developing and maintaining relationships with banking and non-organizational accounting personnel to facilitate financial activities
- Primary contact for the annual audit process and other ad hoc audits
- Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards

Chief Accountant, promoted from Assistant Controller

SBCCOE - Denver, CO - 2010-01 - 2016-06

Responsibilities:

- Oversaw the following areas: A/R, A/P, Payroll, Grants, Contracts, Fixed Assets, Collections, Capital Construction (including budget-to-actual reporting, related vendor payments, and year-end capitalization)
 - Supervised the following direct reports: System Accountant, Senior Accountant, Senior Restricted Fund Accountant, Contracts Coordinator, and 2 Accounting Technicians.
 - Supervised the following indirect reports: Fixed Assets Accountant, Data Entry Operator, A/P Technician and A/R Technician
 - Participated in developing Standard Accounting Procedures including Internal Controls Over Cash Receipts; Property, Plant and Equipment; and Accounts Receivable
 - Secondary contact for external auditors, including preparing and providing PBCs, schedules and sample support; attended audit entrance, update and exit meetings
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- Provided accounting and policy guidance to the Finance Departments for the 13 Community Colleges

- Reviewed and approved bi-weekly, monthly and off-cycle payroll
- Primary contact between SBCCOE and State Treasury, including performing the requisition of funds in excess of \$460 million annually for payroll, benefit payments, student refunds and A/P funding
- Approved bank reconciliations
- Developed A/P procedures
- Actively involved in preparing the financial statements for the Colorado Community College System
- Heavily involved with intercompany transactions and reconciliations
- Reviewed and approved sales tax, UBIT, 1099 and Nonresident Alien tax returns and payments
- Signature delegate for contracts up to \$100,000
- Co-leader of the System-wide Fixed Assets Team charged with implementation of a new module
- Directed month-end close accounting duties including preparation of various account reconciliations and schedules
- Coordinated year-end closing calendar, completed year-end exhibits and footnotes for the System Office and consolidated footnotes for 13 Community Colleges as required by the State of Colorado
- Maintained chart of accounts for the company
- Monitored and maintained internal accounting controls and day-to-day accounting processes to ensure accurate and timely accounting data is produced and recorded in accordance with GAAP, GASB, Colorado Higher Education Accounting Standards and State of Colorado fiscal rules

Accounting Manager

Trans Lease, Inc - Commerce City, CO - 2006-03 - 2010-01

Responsibilities:

- Managed entire accounting portion of a software conversion from 5 non-integrated systems to 3 fully integrated systems, including mapping general ledger groups within the software
- Supervised 3 Accounting Specialists, who were responsible for A/P, A/R, notes payable, off-lease inventory, payoff quotes and cash management
- Vendor set up, including validating W-9s; preparing and distributing 1099s
- Booked/modified/terminated direct finance leases, operating leases, equipment leases, and loans
- Reconciled multiple general ledger accounts including some with 10,000+ entries per month
- Verified sales and use taxes on all leases, maintained sales tax rate tables for all 50 states, reconciled sales and use tax reports, processed monthly filings
- Reviewed personal property tax filings as processed by outsourcing company
- Created and implemented property tax escrow program for lessees
- Filed business licenses, sales and use tax licenses in 50 states
- Month-end and year-end closing

Accountant

Grif-Fab, Inc - Commerce City, CO - 2005-04 - 2006-03

*Brevity of employment was due to a company buyout in which Grif-Fab employees would not be retained.

Responsibilities:

- Filing sales and use tax returns for 8 states, reconciling sales and use tax report to general ledger
- Preparing bank reconciliations
- Cash management of checking account, line of credit, weekly vendor payments, cash receipts
- Accounts payable management, including exercising trade discounts of up to \$100k per month
- Processing expense reports for inside and outside sales staff
- Month-end duties

Staff Accountant

Highline Capital Corporation - Boulder, CO - 2002-02 - 2005-04

Responsibilities:

- Reviewing and posting cash receipt journal entries
- Reconciled 30+ general ledger accounts monthly
- Reconciled 15 bank statements, 4 of which were in foreign currency
- Booked direct finance leases, operating leases, equipment leases, and loans
- Filed personal property tax renditions in all 50 states, paid property tax bills, billed customers' accounts for tax bills
- Booked intercompany journal entries between 7 different companies
- Processed ACH withdrawals, check by phone payments, paid vendors and banks via ACH/wires
- Paid monthly bank notes to funding institutions via wire and ACH
- Managed wholesale asset inventory database
- Month-end and year-end close duties

EDUCATION

Masters of Business Administration in Finance & Accounting

Regis University - Denver, CO

Bachelor's in Musical Arts / English Emphasis

University of Oklahoma - Norman, OK