

Education

Bachelor of Science, Business Administration - 2018

Columbia College, Columbia, MO

Bachelor of Science, Sports Management -2017

Columbia College, Columbia, MO

Associates of Science, Public Relations & Marketing - 2014

Columbia College, Columbia, MO

Key Skills

- Certified and Regular Payroll
- AR / AP
- Cost Accounting
- GAAP Knowledge
- Budgeting & Allocation
- Collections
- Account Research and Analysis
- Account Reconciliation

Additional Skills

- Extremely knowledgeable in all aspects of Microsoft Office including Excel, Word, Access and Powerpoint
- Highly skilled in various accounting software including Quickbooks, Peachtree, NetSuite and Oracle
- Solid background in maintaining a smooth flow of work in a fast-paced environment
- Good personal interaction, fast learning skills, a strong attention to detail and excellent problem-solving skills
- Certified Notary Public

References

Available Upon Request

Objective

Maximizing corporate potential by utilizing over twenty years of increasing responsibility, education and on-the-job knowledge of accounting, management and public relations with a strong visual sense, excellent writing skills, and the ability to communicate effectively with clients and staff.

Professional Experience Highlights

Suited Connector

Englewood, CO

Controller

- Performed database mining from various sites to generate a real time P&L for the managing partners
- Reconciled bank accounts, loan accounts and various credit card accounts monthly
- Processed General Ledger transactions as needed
- Prepared monthly tax statements for multiple states and counties
- Calculated and implemented depreciation/amortization schedules
- Processed over \$1 Million in Accounts Payable weekly
- Maintained travel accommodations for managing partners, executive staff and other contractors

PlainSmart Colorado

Englewood, CO

Office and Promotions Manager

- Posted payments to client accounts as received
- Researched promotional aspects in the community to further gain exposure for company
- Provided information to potential clients on an as requested basis
- Reported weekly earnings to corporate office and Director of Operations
- Scheduled clients for clinical staff
- Assisted in sales opportunity research for Director and corporate offices
- General office practices such as answering phones, processing mail and office maintenance

Plaza Construction (Contract)

Denver, CO

Staff Accountant

- Posted appropriate payments to projects as received
- Processed weekly Certified payroll according to David-Bacon wages and bi-weekly staff payroll and end of year tax statements (i.e. 1099's and W-2's)
- Managed and provided project billing as required to General Contractor
- Coded and processed invoices according to various projects for payment
- Prepared weekly accounts payable & monthly contractor invoicing
- Submitted documentation in accordance to contract guidelines

MSN Communications (Contract)

Englewood, CO

Staff Accountant

- Created monthly customer Invoicing more than 500 invoices per month
- Supervised purchasing coordination to ensure correct vendor usage and proper pricing
- Researched account history to assist account managers and customers in resolving balance issues
- Developed and implemented new collections process to reduce outstanding invoices and bad debt write-offs