

Kathryn Baker

Payroll/AP & AR/Bookkeeping/Finance

Fort Collins, CO 80525

kathrynfayebaker7_dmh@indeedemail.com

+1 405 651 7170

I am a unique and creative individual with a strong skill set in various areas of accounting, payroll and finance. Looking to extend my knowledge in any way possible and open to new career opportunities.

PROGRAMS

- Tabs3 - Client information, statement revision, bank reconciliation, GL Tracking, financial reports and tracking
- Emerald Trac - Investments, GL Tracking, Issue Checks, Payment Maintenance
- SXE - Invoicing and Vendor History
- PIM - Program Updates
- Access - Rebates, Advertising Publications
- Aptify- Invoicing, receiving, statements
- Great Plains- receiving
- QuickBooks- inventory, receiving, sales, payroll processing
- Foundation- reconciling bank accounts, vendor information, enter quantities
- Concur - employee expense reports
- SharePoint
- MS Word
- Excel
- Google Docs
- Outlook
- 10 Key Touch
- Pivot Tables
- VLookup

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

Adventures in Good Company - Remote

August 2022 to March 2023

- Receive payments and match to invoices
- Class and categorize bank transactions
- Review expense reports
- Reconcile PTO and Wages
- Run Payroll
- Transfer invoices, payments and credit memos to QuickBooks
- Review expense invoices and set tasks for payment
- Create spreadsheets for tracking trips

- Journal entries
- Data entry

Financial Assistant

Jorgensen Brownell and Pepin - Longmont, CO
September 2021 to July 2022

- Reconcile Trust and Operating bank accounts
- Update financial analysis
- Provide financial reports
- Make corrections to GL
- Update and review profitability report
- Close month end and review and revise invoices
- Mail out statements and payments
- Journal entries
- Data entry
- Filing

Payroll Supervisor

United Cerebral Palsy of West Central Wisconsin
October 2020 to September 2021

- Payroll processing for 350 + caregivers
- Enter new employees into QuickBooks
- Federal tax filing
- State withholding tax filing
- W2 processing
- Closing year end
- Prep for audits
- Cutting check for payroll
- Cutting checks for bills due
- Bank Reconciliations
- Financial reports
- Billing for payroll
- Journal entries
- Deposit entries
- Data entry
- Filing

Senior Accounting Administrator

CODE BLUE
March 2020 to October 2020

- Prep and enter invoices
- Cut checks and EFTs for Contractor and Carrier payments
- Cut Vendor checks
- Upload expenses to GP from Concur program
- Journal entries and deposits
- Reconcile AP, ACH, Accruals, Prepaid and Lease accounts at end of month
- Pull financial reports
- Rapid Pay processing fees

- Check positive pay
- Tracking classes and mileage for employees
- Quarterly taxes
- Issue ACH payments through bank
- Reconcile corporate card accounts
- Email employees for EFT payments being issued
- Data Entry
- File invoices

Staff Accountant

ZENITH AMERICAN SOLUTIONS

December 2018 to March 2020

- Accounting third party administrator for union self-funded pension, welfare and annuity
- Issue checks and wire payments
- Pay state withholding tax
- Pay federal tax
- Bank reconciliation
- Monthly Closing - distribution of employer contributions
- Issue trustee checks
- Investment tracking
- Deposits - Remote and Phase I
- Wire transfers
- Monthly distribution of reports and financial statements
- Journal entries
- Data Entry

Program/Billing Coordinator

JOHNSTONE SUPPLY

September 2017 to September 2018

- Tracking rebate and Co-op programs
- Applying for Co-op advertising money
- Invoicing vendors for advertising and online marketing charges
- Inquiring on past due advertising charges and rebates
- Tracking and collecting rebate revenue
- Updating databases with revisions
- Recording rebate payments and generating vendor recaps
- Recording advertising payments
- Reconcile monthly budget reports for rebates, catalog and flyer revenue
- Answering vendor and supplier emails
- Data Entry
- Admin and Receptionist duties

Accounts Receivable

MEETING PROFESSIONALS INTERNATIONAL

April 2017 to September 2017

- Invoicing advertising
- Receive payments and log in database
- Send out monthly statements

- Researching contracts
- Data entry
- Journal Entries
- Logging checks from online bank lockbox
- Reconciling end of month
- Processing payments in Aptify and Great Plains
- Receiving foreign currency and calculating exchange rate
- Answering customer emails and inquiring on past due payments

Accounts Payable/Receivable

Becco Contractors

November 2013 to April 2017

- Accounting for Tulsa Asphalt
- Cutting checks for vendors
- 3 way matching for Becco vendors
- Closing check runs for Becco
- Issue Purchase Orders
- Resolving any discrepancies with vendors
- Invoicing customers
- Receive payments and log in database
- Quarterly usage reports
- Filing sales tax
- Setting up new vendors and customers
- Updated Okie dig reports
- Log recycled material
- Update quantities paid for Becco jobs
- Created haul spreadsheets for material sold
- Cash sales
- Data Entry
- Administrative duties

Shop Assistant

PHILBROOK MUSEUM

January 2013 to November 2013

- Special events and openings for new exhibits
- Update membership reports
- Set up displays
- Stocked gallery inventory and priced work
- Customer Service

Gallery Assistant

PLUM NELLY ART GALLERY

May 2010 to January 2013

- Worked with artists to promote their work
- Accompanied owner to events to promote the gallery
- Helped host trunk shows
- Stocked gallery inventory and priced work
- Prepared art for special orders and delivery

- Set up displays and hung artwork
- Explained art gallery policies to perspective artists
- Chose pieces to feature in gallery
- Prepared consignment reports through QuickBooks
- Ordered inventory
- Operated register and completed sales through QuickBooks
- Managed bridal registries
- Customer Service

Education

BACHELORS IN ART in Fine Arts

University of Central Oklahoma - Edmond, OK

2007

ASSOCIATES IN ART in ART

Tulsa Community College

2005

High school or equivalent

Charles Page High School - Sand Springs, OK

August 2000 to May 2003

Skills

- accounting (8 years)
- Accounts Payable (8 years)
- Bookkeeping (8 years)
- Quickbooks (5 years)
- Excel (10+ years)
- Accounts Receivable (8 years)
- Outlook (8 years)
- 10-Key (8 years)
- Receptionist (3 years)
- Microsoft Excel (8 years)
- Budgeting (8 years)
- Great Plains (2 years)
- General Ledger (8 years)
- credit
- Billing (8 years)
- Microsoft Word (10+ years)
- Microsoft Outlook (6 years)
- General Ledger Reconciliation (6 years)
- Journal Entries (8 years)

- Account Reconciliation (8 years)
- Bank Reconciliation (4 years)
- Financial Report Writing
- Financial Statement Preparation (8 years)
- Auditing (8 years)
- Office Management
- Payroll (1 year)
- Financial Analysis (8 years)
- Pricing
- ACH (5 years)
- Data entry (8 years)
- Basic math (10+ years)
- Tax experience (8 years)
- Workday
- Construction (3 years)
- Typing (10+ years)
- Communication skills (10+ years)
- Time management (10+ years)
- Typing (10+ years)
- Writing skills (10+ years)
- Microsoft Office (8 years)
- Google Docs (8 years)
- Customer service

Links

<http://LINKEDIN.COM/IN/KATHRYN-BAKER>

Assessments

Spreadsheets with Microsoft Excel — Highly Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Highly Proficient](#)

Following directions — Highly Proficient

September 2020

Following multi-step instructions

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

September 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Data entry: Attention to detail — Highly Proficient

August 2020

Maintaining data integrity by detecting errors

Full results: [Highly Proficient](#)

Data entry: Accuracy — Highly Proficient

August 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Basic attention to detail — Proficient

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Basic attention to detail — Proficient

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Office manager — Proficient

September 2021

Scheduling and budgeting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.