

# Katlin Gray

Thornton, CO 80260

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## Professional Summary

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I want to be in a career that not only offers longevity, but growth within the company. I strive to learn everything I can within my role, so I can then take that knowledge to help support anyone else in the company.

## Work Experience

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### **Accounting Specialist**

DTJ design, inc.-Boulder, CO

April 2024 to January 2025

- Review employee timesheets for accuracy and timeliness weekly
- Report any misuse of holiday or PTO/sick leave to upper management or partners
- Send aging statements to partners and principals- monthly
- Send client statements to clients- monthly
- Send invoices to clients ensuring accuracy of amounts and charges- monthly
- Send future billable reports to partners and principals- monthly
- Review, code and enter accounts payable invoices into accounting system- monthly
- Review, code, and enter printing costs into accounting system- monthly
- Review, edit, and provide clarity on profitability reports
- Review, edit, and provide clarity on utilization reports
- Update various year to date reporting
- Create new projects in project management system for project managers, principals and partners
- Update contract amounts based on revisions provided when needed
- Update contracts sold report when projects are set up or when updated

### **Corporate Accounting Assistant**

Corum real estate group-Glendale, CO

October 2022 to March 2024

- Assist Senior property managers and CFO with account administrative needs
- Manage the Accounts Payable software and update the Accounting Team with any changes made to the process
- Upload invoices to the accounts payable software and ensure it is going to the correct property queue
- Investigate past due balances for Corporate or any Commercial and Residential property
- Assist Property Managers in reconciling any AP issues
- Full Cycle Accounts Payable
- Update cash sheets after weekly check run
- Investigate and reconcile any unclaimed checks
- Initiate stop payments, void and reissue checks for vendors

- Set up vendors in the billing system with accurate remit to and tax information
- Pull and send reports weekly to Property Accountants and CFO with Open invoices to be paid
- Credit card Reconciliation
- Create reimbursable invoices back to Corporate or other owners
- Process and code payroll in billing system
- Facilitate training on the Accounts Payable billing system to Property Managers and Accountants
- Request and research statements from various vendors
- Research all invoices that were unable to be processed by the software's AI and push to the proper AP queue for processing
- Facilitate the process for 1099 filing and sending proper tax information to vendors.
- Research and file Sales Use Tax for multiple properties on a quarterly basis
- Research and file Occupational Tax for multiple properties on a monthly and quarterly basis
- Update the Distribution List and create cover pages for monthly financials on Commercial and Residential properties
- Allocate cost amongst properties for accurate billing
- Assist with various administrative tasks (restocking and taking inventory of drinks and snacks, restocking and taking inventory of office supplies, set up meetings for Accounting Team, help set up for events held at the Corporate office)
- Gathering and sort mail sent to the corporate office
- Scan important financial documents and save in One drive or send to proper party
- Record all Commercial rent checks that are sent via mail and distribute to the proper Senior Property Accountant

### **Accounts Receivable/ Accounts Payable Supervisor/ AP Specialist**

Q3 Contracting-Commerce City, CO

July 2018 to September 2022

- Monitor and track billed and unbilled report
- Assign work daily via Excel to team members
- Work with the Operations Team to make sure billing is accurate
- Create invoices for customers in our internal billing system
- Resolve any billing issues in a timely manner
- Resolve any discrepancies with any external invoicing
- Ensure the company maintains a great customer relationship with all vendors and customers
- Approval of timecards for each employee assigned to me
- Oversee the process of hiring and training in the AR/AP Department
- Submit IT requests for employees when needed
- Lead several meetings during the week with the company teams to ensure billing is accurate and timely
- Helped establish policies and procedures for the company on a leadership Committee
- Created QC reports and forms to ensure employees were following a proper process of billing internally and externally
- Helped develop SOP's with the Processing Department to establish a workflow for AR/AP Department
- Process invoices sent to our internal data entry system
- Request and review monthly statements sent by vendors
- Update Vendor information when needed
- Request W-9's and help facilitate setting up new vendors
- Review and report any discrepancies with invoices directly with the vendor
- Reconcile AR/AP issues

Works hard and efficiently to meet weekly, monthly, quarterly, and yearly deadlines for both AR and AP

### **Inventory Specialist**

Martz Supply

August 2017 to July 2018

Track inventory for the entire warehouse

Help with the Sales and Purchasing team with finding product needed

Adjusted inventory when needed

Support the Shipping and Receiving department to ensure inventory counts were accurate

Worked closely with Management to resolve any discrepancies in numbers

### **Machine Operator**

BASF

September 2015 to July 2017

Ran multiple production lines and ensured the product was packed and ready for shipping properly

Made sure all proper paperwork and labels were in place and printed for the product lines before starting work

Helped Safety Committee and performed multiple QC's to ensure staff members were working safely

Helped train new employees and made sure they understood company policies and procedures

Worked closely with management when lines needed to be changed

Helped with set up and tear down of new lines

### **Child Care**

Lifetime Fitness- Child center

February 2014 to September 2015

### **Assistant General Manager**

Subway

April 2007 to December 2014

## Education

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### **General education**

Front range community college

January 2009 to December 2009

## Skills

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- Full Cycle Accounts payable
- Microsoft Outlook Calendar
- Cash Handling
- Office management
- Bank Reconciliation
- Inventory control
- Indexing various files
- Credit Card Reconciliation

- Office 365
- Accounts Reconciliation
- Strong communication
- Microsoft Outlook
- Strong to moderate Microsoft Excel knowledge
- Invoicing
- Problem solving
- Works well with others as well as individually
- Some experience working with Payroll/ HR
- Accounts receivable

## Languages

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- English - Expert