

# KAYLA DEGROTE

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## PROFESSIONAL PROFILE

I have always been praised for my ability to take initiative and stay focused during constant interruptions. I am deadline driven and am a self-starter with an eager attitude towards learning. I take pride in my work and hold myself to the highest ethical standards.

## WORK EXPERIENCE

Staff Accountant  
Interwest – SAFEbuilt  
January 2022 - Current

- Provide admin support for project management software – Add/manage billing rates, customer contracts, and employee timecard coding.
- Prepare and process customer invoices on a daily and monthly basis
- Manage customer collections
- Revenue and Budget reporting as requested by Project managers
- AP Invoice processing – GL Coding
- Prepare month end accruals
- Assist with Invoicing questions and revisions as needed

Staff Accountant  
  
Tharp Custom Cabinetry  
June 2021 – January 2022

- Daily bank transaction reporting
- Payroll Processing (process for around 150 employees)
- Quarterly Physical Inventory
- Monthly Sales Commissions (Reporting & Payout)
- AP Invoice Approval (System: Concur)
- Bank and Payroll Reconciliations

Accounts Receivable Specialist  
  
Tharp Custom Cabinetry  
May 2020 – June 2021

- Process Daily Sales Orders (System: QuickBooks)
- Sales Invoicing and Payment Reminders
- Customer Payment and Collections on past due accounts
- AP Credit Card Reconciliation
- HR Assistant: Recruiting, Employment and Reference Verification, Employee File maintenance, Benefits

Rate Analyst & Billing Manager  
Manage team of 6-9 billing employees

Transpro Burgener Trucking  
January 2017 – May 2020

- Receive and Review rate quotes from sales
- Analyze and report on new billing rates to CEO/CFO
- Manage company Jot Forms by creating and implementing processes
- Manage Company master data profiles with accuracy
- Record a full audit history of data and rate changes
- Review and verify AP Material Invoices
- Certified Payroll for CDOT Jobs (System: LCPTracker/B2G)
- Process Credit Rebills as requested by the billing team
- Reconcile customer invoices and payments (System: Excel V-Lookup)

Lead Accounts Receivable Specialist  
Manage team of 3-6 billing employees

Transpro Burgener Trucking  
January 2017 – May 2020

- Prepare and process a variety of driver/contractor payroll and customer invoices
- Examine and verify entries, posting and totals. Ensuring all supporting documents are included in invoicing
- Troubleshoot data problems by reviewing, correcting and reentering data. Prepare and run necessary reports to check accuracy
- Maintain files of correspondence, records and other documents
- Enter data for the use in preparing financial and statistical reports

# KAYLA DEGROTE

Dental Assistant  
Concord Career College

Community College of Denver

## EDUCATION

- Transitioning to Supervisor
- Emotional Intelligence Leadership Training
- Business Writing
- Business Accounting

High School Diploma: 3.5 GPA  
Yampah Mountain High School

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## SKILLS

- Bookkeeping and QuickBooks experience - Expert
  - Microsoft Office: Expert
    - Able to use and understand V-lookups and Pivot Tables
  - Customer service: Expert
  - Multi-tasking: Expert (Specialist)
  - Communication skills: Expert
  - Appointment and Scheduling booking systems - Proficient
  - Maintain filing systems - Electronic and Paper - Expert
  - Expert A/R and Entry Level A/P
  - Google products (Google Docs, Google Calendar and Email): Expert
  - Extraordinary Computer Skills
  - TMW and Great Plains – Intermediate
  - Sage 100 - Intermediate
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## CERTIFICATIONS AND LICENSES

Notary Public June 2019 to June 2023