

KELVIN L. MARTIN

9817 Kittredge Street Commerce City, CO 80022

(303) 884-4199

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Professional Summary

- Accomplished Accounting professional with an extensive background working in medium-large accounting environments with clients including Xcel Energy, Zayo Group, Western Union, Arrow Electronics, Suncor Energy, Halliburton, and Ecova.
- Offers solidified skills and background in areas of A/P, A/R, GL, bank reconciliations, journal entries, and possesses a bachelor's degree in accounting.
- Exceptional interpersonal, communication, and critical thinking skills (analysis, judgment, process/decision making/problem solving, and resolution).
- Excellent ability to quickly comprehend new situations/technologies and then apply.
- Strong ability to bring focus to issues and prioritize, generate alternatives, solutions, approaches, and report/present in a clear and concise manner.
- Proven track record of working collaboratively with diverse groups (business/technical, staff/management, internal external associates and third parties/vendors).

Technical Skills

- Experience in Microsoft Word, Access, Excel (Pivot Tables, Conditional Formatting, Metrics, Advanced Formulas, VLOOKUP, Macros), Outlook, PowerPoint, AS400, Lawson, SAP, Oracle, Sage, Xero, PeopleSoft, Peachtree, QuickBooks, MS Dynamics Great Plains, MS Dynamics NAV, Quicken, Crystal Reports, NetSuite, Visio, Remedy, Salesforce, Siebel Systems.

Professional Experience

Staffing Agencies: Denver, CO

07/2024-Present

Accounting Roles- Cost Accountant II, Staff Accountant

- Analyze processing errors, identify appropriate support, and coordinate data updates to ensure accurate inventory accuracy.
- Assist with standard cost updates and support information requests from Finance, Audit, and other internal departments.
- Responsible for Revenue accruals, cost accruals, FP&A, forecasting, cost reviews, PowerBI Reporting, and journal entries.
- Review and provide variance analysis of responsible accounts as requested and needed by management.
- Compile Daily/ Monthly reconciliations of production and related numbers.
- Prepare monthly journal entries and trial balance and reconciliations.

JVIC: Commerce City, CO

2/2024-07/2024

Field Accountant-Western Region

- Responsible for completing project setup for a variety of project types including LS, T&M, and Unit Rate.
- Generate invoices and support the billing submittal process to include preparation of backup documentation and submittal into WEB based system.
- Responsible for inputting approved budget, purchase orders, and subcontractors into accounting system.
- Assist with the accurate and timely review and processing of employee timesheets, employee expense reports, accounts payable, billing and accounts receivable, internal cost recovery (postage, mileage, and equipment) and various other accounting and financial management functions.
- Produce and analyze cost reporting and project forecasting.
- Review subcontractor/supplier terms and conditions and review invoices submitted for accuracy.

HDR: Denver, CO

02/2023 –01/2024

Project Accountant

- Assisted multiple project managers and staff daily.
- Provided detailed analysis and reporting on project or program status within an established system of project controls.
- Responsible for analysis, developing and reporting associated with various project controls job duties, such as project baseline, work package agreements, cost control, cost estimation, earned value management (EVM), projections, variance analysis, schedules, project/program/portfolio integration or technical project reviews.
- Responsible for ensuring accurate contract documentation, contract monitoring and maintenance and contract administration during various stages of a contract life cycle.
- Assisted with the accurate and timely review and processing of employee timesheets, employee expense reports, accounts payable, billing and accounts receivable, internal cost recovery (postage, mileage, and equipment) and various other accounting and financial management functions.
- Responsible for creation of accurate client invoices in compliance with contract terms and accounting schedule.
- Assisted and entered project budget and funding based on information included in the contract documents and provided by Project Managers.
- Assisted with research for local operations accountant manager and project accountants regarding project financial status.
- Responsible for client invoicing, supporting collections management and project budgeting.
- Ensured project accounting files have appropriate documentation and project reconciliation.
- Processed vendor invoices to the corporate finance and accounting group.

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Karcher North America Inc: Aurora, CO

10/2020 – 02/2023

A/R Analyst/ Cash Applications/ Billing Analyst II

- Understand, reviewed, audited, and analyzed contract and pricing arrangements with customers to ensure billing is in accordance with the contract.
- Analyzed and manipulated large amounts of data.
- Investigated and resolved billing and financial issues.
- Oversee the production and distribution of monthly invoices to customers.
- Prepared journal entries, reconciliations, special projects, and ad hoc analyses.
- Assisted with other aspects of the revenue process, including pricing updates, invoicing, payment application, and resolution of payment balances.
- Adapted processes and practices to promote efficiency and better support business objections, and shaped billing and pricing policy and processes as appropriate.
- Handled the larger ended retail and commercial accounts with accounts receivable, cash applications and billing issues and account reconciliation.

Staffing Agencies: Denver, CO

01/2018 – 10/2020

(While caring for ill brother)

Accounting Roles-A/R, A/P, Billing Analyst, Senior Project Coordinator

- Coordinated month end processing and reporting for 20+ capital and operating and maintenance (O&M) projects with project managers, program managers and Finance.
- Tracked accrual journal entries by project by vendor.
- Completed and/or assisted project managers with preliminary and final as-builds to trigger asset capitalization.
- Entered invoices as needed for timely processing and follow through until paid.
- Managed metrics for quality assurance including on-time delivery, actuals to forecast variance, and financial reporting.
- Prepared quarterly and annual performance overviews Project Management Support.
- Assisted project managers with project close in Unifier including documentation and workflow.
- Unifier project management tool support (In-Service, financials, process & documentation) and maintenance.
- Responsible for tactical administration and maintenance of program director's SharePoint site.
- Monthly forecasting as well as month end Project and Program support.
- Resolved complex invoice discrepancies timely and provides requested information to vendors and management, as needed.
- Review of check runs for payment terms, accuracy, proper approval, and mailing exceptions.
- Monitored accounts payable inbox to ensure timely processing of invoices.
- Prepared outgoing wires (in banking portal) and ACH payments, including support.
- Provided explanation for variance analysis of general ledger accounts, as needed.
- Collected, evaluated, and conducted complex analyses related to accounts payable metrics and data.
- Reconciled vendor statements monthly. Reviewed, researched, and resolved all open items.
- Performed routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports.
- Supported daily billing operations, including (processing invoice disputes, sending out special handling invoices, running daily ingest & correcting errors in billing).
- Participated in monthly operations financial review meetings, provided research as appropriate and prepared variance analysis.

Zayo Group: Boulder, CO

11/2016 – 12/2017

Project Accountant

- Performed project close reporting in conjunction with capital projects.
- Created Fixed Asset Entries for Upload into Ledger.
- Maintained Fixed Assets in Sub module and reconciled to G/L.
- Managed Fixed Asset Inventory to ensure accuracy and timeliness.
- Assisted with Month End close.
- Journal Entry Preparation and Entry.
- Account Reconciliations pertaining to various accounts related to Capex (assets & liabilities).
- Project Accounting-setting up and maintaining project codes in Sales Force and Great Plains.
- Fixed assets/construction in process management-evaluating project for closing and reporting that information to Fixed Asset team monthly.
- Developed and implemented projects and programs to assist in accomplishment of established goals.
- Strong Product Lifecycle Management knowledge and experience.

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Dana Kepner Company: Denver, CO

06/2015 – 10/2016

Accounting-A/R

- Month/Quarter-end close: calculated, reviewed, and processed journal entries and balance sheet/account reconciliation.
- Reconciliations & Analysis – completed complex reconciliations and income statement analysis.
- Completed accounts receivable and general ledger reconciliations, timely and accurately.
- Maintained all filing related to A/R processing and cash receipt processing.
- Organized, recorded, and processed accounts receivable and cash receipts.
- Extensive knowledge and work with sales tax adjustments.
- Reconciled customer accounts, researched invoice discrepancies and resolved any issues.
- Investigated and resolved questions or concerns pertaining to billing.
- Prepared documents for audits.

Level 3 Communications: Broomfield, CO

11/2013 – 05/2015

Netex-(Network Expense) Analyst/Accounts Payable Analyst

- Extensive use of Excel and Access databases for audit analysis.
- Accountable for the analysis and reporting of monthly Netex. This includes the preparation of monthly financial schedules and variance analysis, as well as the timely reconciliation of the accrual account.
- Developed effective reporting tools and provided detailed reporting to management and internal customers regarding leased access costs and process metrics.
- Continually identified for management process improvement opportunities to ensure efficient structure for the Network Finance organization.
- Responsible for processing and auditing over Ten million dollars in billing per month for data/voice services.
- Recognized as having broad expertise or unique knowledge in NetEx/Carrier Billing domains and acted as a resource for colleagues with less experience.
- Served on the NetEx team in engaging with vendors to facilitate effective and timely resolution of open dispute balances; clearly communicated audit methods, analysis/reporting, and conclusions to negotiate favorable returns on resolved and settled disputes.
- Worked effectively on a team as well as self-driven contributor in maintaining positive relationships with various vendors.

Ecova: Westminster, CO

07/2007 – 11/2013

Senior Telecom Auditor/Accounting Analyst

- Executed Accounts Receivable and General Ledger accounting duties.
- Prepared/Reviewed month-end closing duties.
- Tracking and organizational skills are mandatory for managing more than three million dollars in billing disputes.
- Responsible for processing and auditing over Five million dollars in billing per month for wire line services.
- Worked with AP to improve efficiency in paying invoices and elimination of late payment charges.
- Created live Inventory management spreadsheet for thousands of lines and circuits.
- Created and maintained an accurate inventory of site-by-site telecommunications assets.
- Compared billing charges to contract pricing to ensure clients are receiving the correct rates, as well communicate with clients regarding any changes.
- Initiated inquiries with vendors on billing discrepancies.
- Extensive use of Excel and Access databases for audit analysis.
- Key contributor in helping streamline the Telecom Auditor position.
- Received the First Pillar Award nomination for the Colorado office.

First Data/Western Union: Englewood, CO

9/2005 – 07/2007

A/R, G/L Staff Accountant

- Month/Quarter end close: calculated, reviewed, and processed journal entries and balance sheet/account reconciliation.
- Reconciliations & Analysis – completed complex reconciliations and income statement analysis.
- Evaluated transactions and recorded them to the GL as necessary to ensure the financials are accurate and complete. Performed financial analysis of actual results against budget/forecast and have a better understanding of the market conditions to ensure financial statements are reported in accordance with GAAP.
- Performed A/R and G/L reconciliations on a regular basis.
- Maintained all filing related to A/R processing and cash receipt processing.

EDUCATION

Metropolitan State University of Denver, Denver, CO

Bachelor of Science in Accounting

Bachelor of Arts in Mathematics, minor in Statistics and Probability

Bachelor of Arts in Economics, minor in Business