

I have a MBA with over 10 years of experience in accounting, following GAAP procedures, and 3 years in tax. My principal areas of expertise include financial statement preparation and review, bookkeeping, general ledger, financial accounting, month-end and year-end close and subsidiary ledger balancing (A/R, A/P, payroll, fixed assets). I have worked in large software systems such as NetSuite, PeopleSoft, SAP and in a variety of other small software systems including QuickBooks, MRI, Yardi, Oracle and MAM. My vast industry experience also gives me a great perspective on organizational and operational best practices and efficiencies in all sizes of companies. I am currently pursuing to become an Enrolled Agent (EA) with the IRS.

EXPERIENCE

Accounting Manager:

- Oversight of the accounting department.
- Charged with building an accounting playbook for the company.
- Re-doing employee handbook.
- Preparing and analyzing consolidated financials.
- Month end cycle including accruals, journal entries and review.
- Sales Tax preparation for city and state.

Accountant

- Full-cycle accounts payable and accounts receivable processing of over 100 complex invoices per month.
- Responsible for month-end close and preparation of monthly financial statements.
- Presentation of monthly results to shareholders, comparing budget to actuals, forecast to actuals, and prior year to actuals.
- Responsible for preparation of semiannual forecast and preparation of yearly budget.
- Worked closely with audit firms to assist in preparation and timely completion of yearly audit.
- Assisted in providing all information needed to outside party to prepare corporate tax returns
- Prepared 1099 forms.
- Oversaw clean-up and reconciliation of general ledger accounts and ad hoc projects as assigned.
- Input all time and materials into QuickBooks related to each project build.
- Reconciled all finished goods and work in process every month.
- Completed physical inventory counts and reconciling to QuickBooks inventory.
- Developed supplier programs in seed line to deliver products and improve cash flow.
- Documented and optimized manual processes to assist in training and development of other accountants.

HR Specialist

- Onboarding of employees, recruiting for open positions, including interviewing and reporting of business statistics to shareholders.
- Handling of all benefits for the company, at the individual level and at the company level.
- Verified all new hire documents including state verifications, I9, and W4.

Accounts Payable

- Processed accounts payable invoices 50-200 invoices a month.
- Provided a more streamlined process for receiving, entering, and paying invoices; also implemented a more efficient filing process.
- Documented accounts payable processes and procedures.
- Processed invoices from Canadian warehouses—including documentation of receipt, financial accounting of payment, and communication between suppliers and warehouses to resolve discrepancies
- Interpret accounts payable practices for Canadian taxes and provided journal entries for currency differences.
- Used 3-way match verifications in accounts payable and made adjustments as necessary
- Processed the payments of accounts payable through cutting checks and wire transfers.
- Maintained relationship with vendors in order to reconcile accounts.

Accounts Receivable

- Created monthly customer invoicing for up to 100 clients.

- Receive payments from customers and apply to invoices.
- Reconciliation of customer accounts every month.

Tax Preparer

- Tax returns for individuals, LLC's, S-Corps, Estates, and Trusts

Payroll Processing

- Processing weekly to monthly payrolls for several clients.
- Processed payroll for 5-50 employees.
- Scheduling 941, state withholding and quarterly payroll reporting to all government agencies.
- Prepared commission, bonus, and government withholding checks.
- Prepared monthly journal entries for payroll.
- Year-end W2 preparation

EDUCATION

Master of Business Administration

October 2014

Aspen University

Bachelor of Science -Business Economics

May 2010

University of Northern Colorado

Work History

Kristi Rusch Accounting & Tax Service 2017-current

Ellis Bottom Line Bookkeeping 2019-2020

Denver Great Hall Partners 2019

Front Range CPA 2018

M5 Consulting 2017

Childers Tax & Accounting 2017

Accountemps 2015-2017

Miller Global Properties 2014- 2015

Crop Production Services 2010-2014