

KRISTINA L. MIDDLETON

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Accounts Payable ▪ Accounting Support ▪ Research ▪ Customer Support

Experience & Qualifications Snapshot

Driven Professional with extensive experience in various accounting and administrative responsibilities.

Key Areas of Expertise

Leadership – Accounts Payable – Accounts Receivable – Bookkeeping – Reconciliations – Journal Entries
Training/Coaching/Mentoring – Cross-Functional Initiatives – Reporting & Analysis – Employee Training

PROFESSIONAL EXPERIENCE AND CONTRIBUTIONS

3xLOGIC, INC/ Stanley Black and Decker 2013-2019

3xLOGIC, Inc. provides video surveillance software and hardware solution that integrates audio, video, access control, and disparate data.

ACCOUNTANT, Westminster, CO

- Managed international accounts payable and conversions
- Processed checks, ACH, wire transfers, stop payments, voids, credit memos, and matching with purchase orders while maintaining accurate and timely processing of accounts payable sub-ledger monthly
- Managed vendor and supplier relations while maintaining compliance with 1099/1096 requirements
- Processed electronic banking for daily deposits (scanner)
- Assessed daily cash flow and payments to ensure accurate balances
- Processed corporate card transactions for 15 active salesmen monthly
- Responsible for training of new employees on expense reimbursement and corporate card submittals.
- Managed sales and use tax reporting per state filing requirements (monthly, quarterly or yearly)
- Account Reconciliations and completion of journal entries monthly and yearly
- Provided audit assistance required for reports, research, or analysis
- Developed and implemented accounting procedures based on industry best practices

NETWORK AFFILIATES

2002-2013

Network Affiliates is a Full Service Advertising Agency/Security Installation/Oil & Gas

ACCOUNTING MANAGER, Lakewood, CO

- Managed and ensured accuracy of accounts payable and receivable departments
- Performed internal audits for workman's comp compliance
- Performed bank reconciliation, journal entries, and preparation of financial statements
- Responsible for office supplies and office equipment
- Assist with phone rotation, customer service, and support
- Responsible for training of current and new employees on company processes, and procedures as the company grew

GAMBRO HEALTHCARE

2001-2002

Gambro is a global medical technology company that manufactures products for dialysis treatment.

ACCOUNTING ASSISTANT, Lakewood, CO

- Reconciled purchase orders against invoices and research discrepancies
- Responsible for bank reconciliation for 12 physician practices
- Responsible backup for the payroll department
- Managed journal entries and tracking of physician expenses

CITY OF GOLDEN

1997-2000

A city in Colorado.

SALES TAX TECHNICIAN, Golden, CO

- Balanced, reconciled, verified monthly, quarterly, and yearly sales use tax return
- Enforced policies, codes, and ordinances according to the assessment of sales and use tax
- Responsible for public training and information on sales use and tax returns.
- Assisted in the annual audit
- Backed-up to Payroll and Accounts Payable departments

THE HUNTER COMPANY

1994-1997

Manufacturer of leather goods

FULL CHARGE BOOKKEEPER, Westminster, CO

- Accounts Payables
- Payroll Administration, Garnishments, STD, LTD, Workmen's Compensation
- Journal Entries, Cost Accounting, Inventory Control, Commission Statements
- Financial Statements
- Audits - Internal Revenue Service, Workman's Compensation, State, Inventory, and Corporate

EDUCATION

Computer Information Processing Program/Accounting, 1988, Barnes Business College, Denver, CO

Continuing Education in Accounting through Red Rocks and Regis University, Denver, CO

TECHNICAL SKILLS

Computer and Software Proficiency: Dynamics, ACKPACK / QuickBooks Pro, Netsuite/Oracle, Microsoft Office 365, Popterm (Public Accounting Software)