

Linda O'Keefe

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Objective:

An Accountants position that offers stability and advancement.

Education:

B.S. Accounting - (GPA 3.61)
Regis University, Denver, CO

A.A.S. Accounting
Front Range Community College, Westminster, CO

Skills:

- Month end close; Account Reconciliation; Journal Entries
- Proactive, takes initiative to make sure deadlines are met
- Excellent customer service with internal and external customers
- Intermediate Excel, Word
- Competent with accounting software applications
- Interacts with others in a positive and respectful way

Experience:

Sr. Accountant, Town of Firestone, Firestone, CO

8/07 – Present

- Reconcile GL Accounts, month-end close.
- Bi-weekly Payroll along with related liability payments, reconciliations, quarterly 941's, W2's and ACA reporting.
- Developer accounts receivable, full cycle. Maintain LOC files and cash bonds for planning.
- Quarterly reporting for State fuel tax returns.
- State grant administration which includes invoicing and tracking balances collectable.
- Fixed asset additions, deletions, and yearly depreciation.
- Preparation for year-end audit. Year-end reporting for 1099's.

Accountant, Key Equipment Finance, Superior, CO

12/06 – 6/07

- Reconciled asset and liability accounts making correcting entries when necessary, monitored and adjusted accruals, participated in month end close process, reconciled bank accounts and cash clearing accounts in a timely manner, uploaded other employee's journal entries and checked for accuracy.

Day Care Provider / Full Time Student

3/02 – 12/06

- Provided daycare services while attending college full time to obtain BS in Accounting.

Sr. Accounting Clerk, Digital Globe, Inc.

7/99 – 3/02

- Fixed asset additions and disposals; monthly depreciation entries; reconciled FAS to GL, coordinated physical inventory of fixed assets to balance FAS and GL to actual
- Balanced three cash accounts on a daily basis, completed bank reconciliations for month end
- Managed employee expense reports; oversaw AP, reconciled AP to GL, Sales/Use tax tracking and filing