

Matthew D. Karch

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Continuing a career in accounting

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Employment History:

Fort Collins Tree Care
Arborist 2016-Present

3Rivers Archery 1999 - 2014
Accounting Assistant

- Assisted with semi-annual financial forecasting and strategic planning
- Performed monthly reconciliations of inventory and resolved discrepancies
- Performed monthly reconciliations of credit cards and adjusted usage tax
- Performed inventory pricing review of approximately 5,000 SKUs on an annual basis and set pricing for new products
- Processed accounts receivable and accounts payable including applying customer payments, posting daily cash receipts, processing vendor credit card payments and making general ledger entries

Chief of Maintenance / Production Control

- Supervised and trained production personnel
- Managed three different flagship items and brought production to Indiana with higher quality control
- Provided excellent customer service and live technical assistance when needed
- Represented the company at industry trade shows
- Oversaw multiple expansions to warehouse and responsible for modernizing 23,000sqft warehouse

Self Employed 2011 - Present

- Produce traditional products for 3Rivers Archery
- Produced retail firewood
- Handled all accounting activities

United States Navy 2002 - 2006

Gunner's Mate (one year) and Boatswain's Mate (three years)

- Supervised live gun range operations in a military setting and provided instruction on gun safety and proper use
- Good conduct metal recipient

Education:

Front Range Community College Present

- CIS155 Spreadsheet Concepts – Microsoft Certification is goal

Indiana University Graduated 2010

- Bachelor of Science – Finance, GPA 3.02

Other Relevant Work Experience: Have worked in retail business for the past 20 years and have been involved in every aspect of the business in some capacity. Customers regularly asked for me even when moved up into management at 23 and would interact intensively with them at trade shows. Spent years processing inventory, credit cards, bank, and petty cash reconciliations. Completed training in a week to fill in for absent full time accountants and intermittently after.

Professional and personal references available upon request