

Nacole Vejrostek

Denver, CO

nacolevejrostek3_ut9@indeedemail.com

+1 843 304 7124

Versatile Accounting and Finance professional with experience in fast-paced environments. Skilled in all basic accounting functions for organizations including Bookkeeping, accounts payable and receivable, reconciliations, financial reporting, payroll, general ledger, and financial analysis. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Established reputation for precision and steadiness, while increasing efficiency and identifying areas of improvement.

Letters of recommendation from previous employers available.

Authorized to work in the US for any employer

Work Experience

Accountant

Healthcare Finance Direct LLC - Bakersfield, CA

August 2022 to December 2023

- Created and maintained a daily/weekly/monthly/quarterly cash flow spreadsheet analysis.
- Managed all aspects of Accounts Payables/Accounts Receivables & follow-up processes.
- Multi-state payroll processing for 100+ employees. Processed state payroll taxes as well as onboarding of new states and employees. Filing of payroll reports and journal entries.
- Monthly bank reconciliations for several accounts
- Tracking and analyzing large amounts of financial data
- Maintenance/reconciliation of general ledger, balance sheet, P&L, journal entries, and reporting.
- Support in audits, tax returns, 1099's, W'2, and annual budget.
- Adhoc responsibilities and/or projects as needed

Accountant/executive Assistant

GWG LLC - Denver, CO

September 2010 to June 2022

- Performed diversified accounting, taxation, payroll, and office management assignments under the direction of the top management.
- Maintained all aspects of accounting records including preparation and administration of accounts receivable, payroll, accounts payable, bank reconciliation, and financial reporting.
- Prepared various financial reports and provided analysis helping management to make crucial decisions.
- Assisted in gathering data for tax return preparation and maintained the record physically and electronically.
- Managed paperwork and maintained records along with other general accounting duties including data input, filing, scanning, and organizing information.
- Provided administrative support to top leadership including handling correspondence, preparing forms, spreadsheets, and documents, scheduling meetings, making travel arrangements, and maintaining inventory of office supplies.

- Managed the monthly multi state payroll of the employees and ensured that it is processed according to the company's policies.
- Coordinated and liaised with different departments on payment and accrual processes and addressed related queries.
- Supported the monthly closing process, reconciled accounts, ensuring compliance in accordance with GAAP.

Accountant

Krispy Kreme Doughnut Co - Myrtle Beach, SC

February 2013 to January 2015

- Managed the accounting matters of 5 retail locations in North and South Carolina and ensured all accounting transactions including AP, AR and inventory are processed as per established standards and completed within targeted deadlines.
- Checked the accuracy of figures and calculations, as well as verification of cash or credit card deposits pertaining to business transactions recorded by restaurants.
- Developed flexible reports and dashboards to perform financial analysis at individual restaurant levels to understand and highlight the issues a restaurant might be facing.
- Prepared, completed, and submitted Sales tax within the filing deadlines and in compliance with the local tax law.
- Ensured reconciliations are prepared effectively and provided a clear description of outstanding items, had appropriate supporting documentation, provided a conclusion and an action. Collected over \$350K in past-due A/R in the first 6 months.
- Processed payroll of 200+ employees considering employees' attendance and applicable HR compensation policies.
- Assisted in administrative responsibilities, including but not limited to supplies management, handling correspondence, assisting with inquiries, miscellaneous paperwork, and other administrative tasks.
- Performed month-end and year-end closing, processed journal entries, and performed monthly reconciliation of accounts.

Accountant

Linebarger, Goggan, Blair & Sampson, LLC - Denver, CO

January 2007 to September 2010

- Performed basic accounting functions including bookkeeping, accounts payable, accounts receivable, and reconciliations
- Maintained account history by entering into the database to create an accurate and continuing record of account activity.
- Managed duties related to medical billing, commercial health insurance claims by following the direction of the HOD.
- Analyzed accounting reports related to accounts receivable and collection activities to determine key priorities.
- Supervised and assisted with ad-hoc projects, process and workflow improvements, and other tasks as required

Education

BACHELOR'S DEGREE in ACCOUNTING

University of Phoenix - Westminster, CO

2009 to 2013

HIGH SCHOOL DIPLOMA

Jenks High School - Jenks, OK

1993 to 1997

Skills

- Office Management & Administration
- Journal Entries
- Taxation
- Cash Management
- Invoicing
- Payroll Processing
- Reconciliation
- Financial Reporting
- Financial Analysis
- GAAP
- Record Keeping
- Accounting Matters
- Files Management
- Bookkeeping
- Payable and Receivable
- General Ledger Accounting
- Bank Reconciliation
- Account Analysis
- Account Reconciliation
- General Ledger Reconciliation
- Accounts Payable
- QuickBooks
- Analysis Skills
- Financial Statement Preparation
- Accounts Receivable
- General ledger accounting
- Account reconciliation
- Accounting
- General ledger reconciliation

- Balance sheet reconciliation
- GAAP
- Financial statement preparation
- Accounts payable
- Financial accounting
- Sage
- Financial report writing
- Payroll
- Bookkeeping
- QuickBooks
- Accounts receivable
- ERP systems
- Cash management
- Tax experience
- Financial analysis
- Workday
- Corporate finance
- Analysis skills
- Budgeting
- Human resources
- Google Suite
- Banking
- Personal assistant experience
- Customer relationship management
- Project management
- Document management
- Senior leadership
- Property management
- Leadership
- Employment & labor law
- E-commerce
- Google Docs
- Negotiation
- Supervising experience
- Account management
- Office management
- Windows
- Cash handling
- Conflict management
- Typing

- Hospitality
- ICD-10
- POS
- Sales
- Restaurant experience
- Cash register
- Accounting software
- Customer service
- Relationship management
- Microsoft Excel
- Management
- Communication skills
- Microsoft Office
- Public accounting
- Account analysis
- Clerical experience
- Front desk
- Medical terminology
- Adobe Acrobat
- Desktop administration
- Pivot tables
- Organizational skills
- Accrual accounting
- English
- Computer skills
- ADP
- Medicare
- Medical billing
- Tax accounting
- Microsoft Outlook
- Construction
- Microsoft Word
- Bank reconciliation
- Journal entries
- Payroll management
- HRIS
- Time management
- Technical accounting
- Filing
- Cost accounting

- IT
- Forecasting
- Microsoft Access
- Cash flow analysis
- Writing skills
- 10 key typing
- Financial software
- SOX
- Double entry bookkeeping
- SQL
- Cash reconciliation
- IFRS
- Process improvement
- Office experience
- Debits & credits
- Credit analysis
- Word processing
- Financial report interpretation
- Data entry
- Databases
- Paylocity
- Research
- Cost control
- Database management
- Root cause analysis
- DocuSign
- Dancing
- Human resources management
- Benefits administration
- Employee orientation
- Editing
- Epic
- Medical office experience
- Pricing
- Computer literacy
- GAAS
- Microsoft Dynamics GP
- Non-profit accounting
- Corporate accounting

Certifications and Licenses

Medical Billing Certification

January 1997 to Present

Medical Coding Certification

January 1996 to Present