



NATASHA MCCLURE

Greeley, CO 80634

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WWW: [Bold Profile](#)

SUMMARY

Efficient and detail-oriented accounting professional with recent experience in financial data management, accounting processes, and client relations. Proficient in general ledger accounting, accounts payable and receivable, and bank reconciliation. Currently pursuing a Bachelor's degree in Accounting from CSU-Global.

SKILLS

- QuickBooks
- Journal Entries
- Payroll
- Year-end close
- Account reconciliation processes
- GAAP compliance
- Internal controls
- Microsoft Excel
- Fixed asset management
- Full-cycle accounting
- Audit support
- Policy development and implementation
- Expense reporting
- Inventory control
- Scheduling and calendar management

EXPERIENCE

Accountant/Office Manager / Phil's Pro Painting - Greeley, CO

04/2023 - Current

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Coordinated project materials and schedules, facilitated communication and prepared reports.
- Demonstrated strong problem-solving skills, resolving issues efficiently and effectively.
- Mediated conflicts between employees and facilitated effective resolutions to disputes.
- Monitored payments due from clients and promptly contacted clients with past due payments.
- Processed payroll accurately ensuring all employees were paid on time.
- Performed general bookkeeping duties such as reconciling bank statements and creating journal entries.
- Administered payroll and maintained proper documentation of employee personnel.
- Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
- Directed design, writing and production of page content to fulfill project demands and satisfy customer needs.
- Managed website deployment and maintenance, including troubleshooting and performance optimization.
- Designed and developed responsive websites optimized for mobile and desktop platforms.
- Optimized web pages for better search engine rankings.
- Created content for various social media platforms including Facebook, Twitter, Instagram and YouTube.
- Tracked communications strategies, advertising campaigns and marketing approaches to measure successes and failures.
- Monitored online reviews and feedback from customers on various platforms to assess customer satisfaction levels.

Accountant / PHM Brands, LLC - Denver, CO

01/2024 - 03/2024

- Managed accounts payable and receivable processes, accurately recording transactions and resolving discrepancies
- Performed monthly bank reconciliations to verify the accuracy of financial data
- Participated in year-end closing procedures including accruals, deferrals, adjusting entries
- Served as a liaison between finance department and other departments to facilitate effective communication
- Investigated discrepancies in financial records and implemented corrective actions as needed
- Contract Position

Accounts Payable Specialist / Nordson MEDICAL - Loveland, CO

12/2021 - 04/2023

- Streamlined the accounts payable process by developing standardized procedures and documentation
- Assisted in month-end closing activities by preparing accruals for outstanding invoices
- Maintained organized filing system for all accounts payable documents, ensuring easy retrieval when needed
- Participated in annual audits by providing supporting documentation for accounts payable transactions as requested by auditors
- Mentored new hires on accounts payable processes leading to reduced training time
- Developed and delivered training sessions on accounts payable best practices for company-wide staff

Accounts Payable Specialist / City of Fort Morgan - Fort Morgan, Colorado

10/2015 - 07/2019

- Processed bi-weekly check, credit card and ACH payments for mailing or electronic payment processing.
- Assisted in developing new processes that improved efficiency within the department and the city.
- Analyzed invoice and expense reports, identified variances and researched issues to correct problems and maintain financial compliance.
- Prepared 1099 forms at the end of each fiscal year as required by law.
- Assisted with month-end and year-end closings to support accounting system accuracy.
- Liaised with auditors to complete annual audits and maintain compliance with local, state and federal requirements.
- Created reports to track additions, disposals, transfers and impairments of fixed assets.
- Performed monthly reconciliations of corporate credit cards assigned to various departments.
- Reviewed corporate credit card statements on a monthly basis to ensure proper coding of individual transactions.
- Created journal entries accurately and timely for month end close processes.
- Maintained accurate accounts for cash, fixed assets and other transactions.
- Reviewed supporting documentation related to capital expenditures prior to booking into the general ledger.
- Ensured accurate accounting records were maintained for all capital projects.

EDUCATION AND TRAINING

Bachelor's degree: Accounting
Colorado State University-Global Campus

Expected in 02/2026

- Major in: Accounting

Associate's degree: Legal Studies
National Paralegal College

04/2022