

Nathan Knight

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PROFESSIONAL SUMMARY

- Over ten years of accounting, auditing, building, and project coordination experience.
- Skilled in effective time management, training, procurement and consulting practices.
- Proficient in MS Office and various other database and accounting software programs including QuickBooks and PEM.
- Proficiency in a wide range of accounting functions including general accounting, journal entry preparation, data review, general ledger, payroll, reconciliations and budgeting.
- Knowledge of accounting principles and accounting systems. Minimized error and risks, and streamlined internal procedures.
- Extremely meticulous; outstanding analytical, quantitative , and problem solving skills
- Skilled in clearly communicating financial information and solutions to co-workers and the general public.
- Demonstrate outstanding verbal and written communication skills.
- In-home sales experience.

CORE COMPETENCIES

- Fixed Asset Accounts Management
- General Ledger Accounting
- Accounts Payable/ Receivable
- Audit Preparation
- Project Management
- Payroll Processing
- Collections
- Bank/ Travel Voucher Reconciliation
- Revenue/ Expenditure Analyzing
- Cash Flow Reports
- Depreciation Schedules
- Ten Key By Touch

EDUCATION

Liberty University	Lynchburg, VA
<i>Master of Science, Accounting</i>	2014
Bob Jones University	Greenville, SC
<i>Bachelor of Science, Accounting</i>	2002

EXPERIENCE

Passanante Home Food Services

Centennial, CO

In-Home Sales

Aug 2016 – Present

Pojoaque Pueblo Construction Services Corporation

Lancaster, CA

Senior Accountant

Nov 2005 – Jan 2016

- Served as Senior Accountant for \$20 million firm staffing over 60 employees.
- Provided leadership for staff training and development in areas of accounting, finance, and payroll.
- Streamlined accounting and billing activities, improving efficiency, productivity, and profitability.
- Reviewed and facilitated new accounting procedures for effectiveness of overall system and work flow.
- Developed effective working relationships with external auditors to meet year-end review deadlines.
- Verified expense accounts for multiple employees reconciling expenses to general ledger and statements.
- Prepared month-end reporting including job budgets, sales trends, payroll, and jobs in progress.
- Handled accounts receivable, accounts payable, and cash receipts.
- Managed employee benefits program.
- Acted as office manager, running payroll and certified payroll.
- Traveled to job sites to set up and start projects.
- Instrumental in every step of the subcontract process from developing relationships with subcontractors and acquiring bids to final submission.

MS Word, PowerPoint, Excel, Outlook and Access; QuickBooks; PEM