

# Peggy Hart

## Accountant

Fort Collins, CO

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Experienced and knowledgeable accounting professional looking to further utilize and advance my multilayer Accounting/ Finance skills, education, and experience.

### WORK EXPERIENCE

#### **Accountant**

Revolution Golf - 2015-09 - 2016-04

- Maintain financial records for subsidiary companies by analyzing balance sheet and G/L Accounts.
- Reconcile general and subsidiary bank accounts by gathering and balancing information.
- Provide financial status information by preparing special reports; Complete special projects,
- Maintain general ledger accounts by reconciling A/R detail and control accounts; adjusting for amortizations, prepaids; Analyzing and reconciling retainage and A/P ledgers; Prepare fixed asset and depreciation and accruals
- Maintain accounting controls by following policies and procedures; comply with Federal, State, and Local financial legal requirements.
- Support other areas of business with preparation of commission reports, budgets, reconciliations, and other special financial analysis as required.
- Review and process expense reports; Assist with preparation and coordination of audit process.
- Assist with implementing and maintaining internal financial controls and procedures.

#### **Accountant II**

Fort Collins Housing Authority - 2008-01 - 2014-09

Applied principles of accounting to prepare entries to accounts, analyze financial information and prepare financial reports.

- I was primarily responsible for accounting and compliance for a 501c3 Corporation, Tax Credit funded low-income housing projects, Grant funded development projects, and fee accounting clients.
- Responsible for the month-end close and preparation of monthly financial statements.
- Reconciled and maintained comprehensive records for all general ledger/balance sheet accounts
- Performed daily and monthly bank reconciliations and records the appropriate entries to reflect all bank activity across all entities managed. Cash management.
- Primarily responsible for reconciliation of all corporate credit card and purchasing accounts.
- Primarily responsible for set-up, maintenance, and standardized reporting for fixed assets.
- Assisted in the design, installation, modification, documentation, and coordination of implementation of accounting systems/modules and accounting control procedures.
- Audit contracts, orders, and vouchers, and prepared reports to substantiate individual transactions.
- Assist with preparation of audit schedules and work papers.
- Primarily responsible for back-up to accounting clerical staff in areas such as A/P, A/R, and Payroll.
- Primarily responsible for organization of all accounting records required to properly document G/L activity. Provided guidance, as needed, to accounting clerical staff that are directly responsible for maintaining said records.
- Assist with the entry and upkeep of budgets within the accounting system.

- Prepared regulatory reports, performed audits of reports prepared by others, and entered data to automated reporting systems for federally funded programs.
- Conducted studies and submitted recommendations for improving the organization's accounting operation.
- Worked closely and performed related Accounting tasks with internal staff from a wide variety of departments including Development, Maintenance and Property Management.

### **Residential Manager**

A+ Mini Storage - 2001-06 - 2004-01

- Responsible for the month-end close and preparation of monthly financial statements
- Reconcile and maintain comprehensive records for all general ledger accounts
- Perform monthly bank reconciliations and records. Cash management.
- Audits contracts and orders, and prepares reports to substantiate individual transactions.
- Accounts Payable and Accounts Receivable as required.
- Conduct studies and submits recommendations for improving the organization's operation.
- Maintain and secure grounds and units.

### EDUCATION

#### **Bachelors of Science in Accounting in Accounting**

College America

2004-11 - 2007-07

### SKILLS

A/P, Cash, Cash management., financial statements., FORECASTING

### ADDITIONAL INFORMATION

#### Professional Skills

- Experienced in preparation and analysis of financial statements and reports. Also in G/L maintenance, Journal entries, Cash management, Month end closing processes, and account reconciliation. Including a solid understanding of control account relationships and fixed asset accounting.
- Advanced knowledge of Excel and Microsoft Office, along with various organizational software Programs including Yardi Voyager Systems, QuickBooks, and DropBox.
- Experienced in many areas of accounting in a variety of industries including Real Estate, Property Management/Construction, Cost Accounting, Nonprofits, Fund, and Governmental.
- Experience in A/R, A/P, and Payroll processes and management.
- Ability to apply accounting concepts, theories, and principals and adhere to GAAP, FASB, and GASB Guidelines, along with many other Federal and State regulations.
- Experienced in development and adherence of processes and procedures to streamline accounting documentation and time management and to prepare for and accomplish outstanding audit performance.
- Clear understanding of accounting cycle and consolidated financials for multiple entities and complex intercompany transactions.
- Close attention to detail and highly organized with ability to prioritize and handle multiple tasks. Great with problem solving and project management.
- Customer orientated team player, and creative thinker with positive and professional attitude.

Consistently dependable with outstanding ethics.

- Excellent analytical, quantitative, written and verbal communication skills.