

# Peggy Sue Hart

Fort Collins, CO 80525

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Personable individual that can demonstrate accurate, precise, and ethically responsibilities in all work-related assignments. Seeking a position with an employer that will provide a learning opportunity and to utilize my skills and experience to meet goals.

## Work Experience

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### **Senior Accountant**

Revolution Golf - Windsor, CO

July 2017 to January 2018

- Worked remote entering all sale transactions and settled customer disputes
- Established a positive rapport with customers and provided excellent customer services
- Attended daily Skype meeting communicate on daily sales

### **Accountants Payable Manager**

Forney's Industries - Fort Collins, CO

December 2016 to May 2017

- Overseen all account payables for the employees and reporting
- Completed all monthly accounting procedures
- Made company deposits and balance sheets, reconciliations, maintained the balance of accounts, and resolved discrepancies
- Assisted with all payable accounts

### **Lead Accountant**

Housing Catalyst - Fort Collins, CO

July 2007 to September 2016

- 15 Years of comprehensive public accounting and auditing experience
- Progressively responsible with top ranking accounting team servicing a wide range of clients
- Broad knowledge of US GAAP with the ability to work productively and deliver results in pressure-intensive situations
- Strong analytical skills with consistent record of anticipating problems and finding solutions, while exhibiting superior judgment and a balanced realistic understanding of issues.

## Education

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### **Bachelors of Science in Accounting and Finance**

College America

2004 to 2008

## Skills

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- Research errors and perform balance sheet recons
- Staff development and training
- Prepare and review journal entries
- Budget Forecasting
- Regulatory compliance
- Monthly processes and month end accounting
- Account surveillance and reconciliation, Audit
- Risk assessments and controls
- Cost Accounting
- Financial reporting and presentation
- Management skills: Supervised 3-5 employees
- GAAP
- General ledger reconciliation
- General ledger accounting
- Bank reconciliation
- Financial analysis
- Auditing
- Financial statement preparation
- Internal audits
- Accounts payable
- Account reconciliation
- Tax experience
- Business analysis
- Accounts receivable
- Office management
- Financial modeling
- Balance sheet reconciliation
- Profit & loss
- QuickBooks
- Analysis skills
- Experienced in Yardi software