

Rosemary Murphy

Accountant

Firestone, CO 80504
southernSPORT@comcast.net - 720-284-4977

Extensive and diversified background in financial accounting. Excellent accounting, analytical, organizational and communication skills. Self directed and customer service oriented individual. Proficient in Microsoft Excel, Access and Word. Knowledge of SAP - Global Supply Management modules. Key skills in the following areas:

- Capital Investment (Property, Plant and Equipment)
- Joint Venture Accounting
- Revenue Accounting

- Accounts Payable
- Accounts Receivable
- Payroll Distribution

- Individual Tax Accounting
- Auditing
- Fee and Leasehold Accounting

Authorized to work in the US for any employer

WORK EXPERIENCE

Accountant, Clerical and receptionist work

SCHWENKE AND ASSOCIATES - Boulder, CO -

2008-01 - 2016-04

PC - Boulder, CO 2008 to 2016

- Prepared and input into Lacerte tax system for individuals and business tax returns for the period of January to April. Assisted in year-end payroll preparation of W-2's and 1099's. Accountant, clerical and receptionist work.

Accountant

Jane Evans Cornelius, PC CPA - Boulder, CO -

2010-08 - 2010-12

2010

- Prepared and input into Lacerte tax system for individuals and business tax returns for the period of August to December of 2010. Accountant.

Associate Financial Analyst

TEXACO - Denver, CO -

1985 - 2002

Increased accuracy, efficiency and retrievability of investment records 65% by implementing program design for property investment system by converting two manual accounting functions into one automated system.

- Developed access queries for monthly and annual reports for the new investment programming resulting in a uniform report for upstream accounting.
- Reduced suspense account 75% by engineering and maintaining a cross-departmental 'living' spreadsheet utilized to track the document status across three departments.

Senior Accountant

- Coordinated accounting processes for the region with the Land Department liaison resulting in a cross-functional training manual between Land and Accounting Departments.
- Prepared monthly earnings variance analysis schedules for jointly owned properties.
- Prepared and reconciled state production and severance tax returns.
- Created and finalized revenue settlements for property sales.

Accountant

- Researched and responded to inquiries from joint venture partners and their auditors in order to minimize the amount of refunds requested by partners.
- Accounts payable and payroll distribution for company and joint venture properties.
- Posted, analyzed and reconciled cash receipts to the accounts receivable accounts.

Gas Analyst

CHEVRON - Midland, TX -

1985 - 1985

Reconciled various accruals, receivables and payables.

Engineer Assistant

GETTY OIL COMPANY - Midland, TX -

1984 - 1984

Researched land files, core log reports and production reports to create digitized maps of the oil and gas reservoirs for the reservoir engineers.

EDUCATION

BS in Accounting

University of South Dakota - Vermillion, SD