

# Samantha Craig

## **Staff Accountant**

Denver, CO 80234

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+1 702 324 4213

Motivated staff accountant who is eager to grow in the accounting profession to help businesses continue to thrive in their chosen industries.

## Work Experience

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### **Staff Accountant**

HDA Accounting Group - Denver, CO

January 2018 to June 2022

Responsibilities were followed:

- Prepare Monthly Financial Statements for 45 dental practices.
- Bank and credit card reconciliation
- Fixed Asset Management
- GL Review and reconciliation
- Payroll reconciliation and Breakdown
- Intercompany reconciliation

### **Bookkeeper**

SNAP Towing - Henderson, NV

September 2016 to December 2017

Responsible for the following:

- Accounts payable/receivable
- Customer billing
- Reconcile credit cards
- various administrative duties (i.e answering phones, daily deposits, purchase orders, proposals/ bids, etc.).
- Supported Accounting Manager with job costing reports, and preparing financial reports.

### **Assistant Bookkeeper**

Bilmar Companies

March 2013 to June 2016

Responsible for accounts payable/receivable, billing for 180 clients, bonds, pre-liens, lien releases, payroll for 150 plus employees, reconcile credit cards, employee time tracking, job setup, credit apps, and various administrative duties (i.e answering phones, daily deposits, purchase orders, proposals/bids, etc.). Assisted Accounting Manager with job costing reports, prepping financial reports.

### **Legal Assistant/Office Manager**

Kristine K. Jensen, LTD

December 2011 to March 2013

Responsible for scheduling, calendaring, negotiating, court filings and all administrative duties (i.e., answering phones, accounts payable/receivable, daily deposits, etc.).

### **Administrative Assistant/Billing Coordinator**

Cogburn Law Offices

January 2011 to November 2011

Responsible for any and all administrative duties and/or issues regarding the firm (i.e., payroll, setting up new hires, accounts payable/receivable, daily deposits, etc.)

### **Office Assistant/Accounting**

Moon Valley Nursery

June 2006 to August 2010

Responsible for accounts receivable/payable, payroll, new hire paperwork, office supplies, vehicle registration, collection calls, correspondence with vendors and assisting the Store Manager.

### **Receptionist**

Monik Underground Construction

March 2006 to June 2006

Answered phones, opened and delivered mail, ran daily errands, office supplies, heavy equipment purchase orders and setting up new job site files.

### **Assistant Loan Processor**

Custom Home Loans

August 2004 to February 2006

Handled loan files from start to finish, submitted and funded approximately 30 loans per month and assisted the senior loan processor.

### **Quality Control/Administrative Assistant**

Custom Home Loans

June 2003 to August 2004

Audited all closed files, configured monthly reports for the State of Nevada, assistant to the President of Custom Home Loans. These responsibilities made me very detail oriented, and also enhanced my leadership skills.

#### **SOFTWARE**

QuickBooks online/desktop, Microsoft Office, ADP, Exaktime, Sage 100

## Education

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### **High school diploma**

Basic High School - Henderson, NV

## Skills

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- QuickBooks

- General Ledger Accounting
- Account Reconciliation
- Financial Statement Preparation
- Journal Entries
- General Ledger Reconciliation
- Bank Reconciliation
- Accounts Payable
- Office Management
- Accounts Receivable
- Payroll
- Data Entry
- Profit & Loss
- Auditing
- Accrual accounting
- Accounting
- GAAP
- Accounting software