

Sheila Paul, CPA

1407 Silk Oak Drive, Fort Collins CO 80525

970-226-0335 (home) or 970-988-2649 (cell) ■ sheilapaul@gmail.com

Sr. Staff Accountant

Efficient, detail-oriented accounting professional with extensive business experience in all accounting functions. Astute problem solver with strong knowledge of GAAP and keen ability to identify and correct errors, inappropriate expenses, or unusual entries. Skilled communicator who effectively works with vendors, customers, employees, and management to achieve organizational goals. Proven track record of implementing new accounting systems. Areas of expertise:

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| <ul style="list-style-type: none"> ■ Accounts Payable ■ General Ledger ■ Fixed Assets ■ Property & Sales Taxes ■ Monthly & Year-End Closings ■ Financial Statements | <ul style="list-style-type: none"> ■ Accounts Receivable ■ Bank Reconciliation ■ Cost Accounting ■ Payroll ■ Financial Analysis |
| <ul style="list-style-type: none"> ■ Microsoft Excel ■ Microsoft Word ■ Microsoft PowerPoint | <ul style="list-style-type: none"> ■ Quickbooks Pro ■ Great Plains ■ Microsoft Outlook |

Professional Experience

Accounting Specialist, Quality Test Services, Inc., Loveland CO, 1986 – Present

Perform all accounting functions, including accounts payable, accounts receivable, and bank reconciliations, for small electronics and test development company. Prepare journal entries and financial reports. Cost work-in-process inventory. Manage purchasing, including negotiating terms and price on selected goods. Prepare materials for shipping, complete necessary paperwork, and arrange shipment with freight companies. Coordinate benefits administration and payroll with PEO.

- Returned company to profitability and achieved savings of \$50K per month, analyzing financial statements and identifying unreasonable and unnecessary expenses.
- Reduced property taxes by \$3K per year, examining depreciation schedule, completing fixed asset inventory, and deleting scrapped items as well as purchases that should have been expensed.
- Maintained 99% collection rate on accounts receivable during recent years, persistently following up on accounts and involving customer's purchasing department when necessary.
- Avoided yearly changes in insurance carriers in response to significant annual health and retirement benefit increases of 50-100%, researching PEOs and selecting firm with low group rates to manage payroll, health insurance, and benefits.
- Improved efficiency and eliminated high cost of annual accounting system updates, implementing simplified accounting system to better meet company needs.

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Professional Experience, Continued

Accounts Payable Supervisor

Hewlett-Packard Company, Fort Collins CO

Supervised staff of 2 for large IT company, processing and paying invoices. Performed monthly reconciliation of accounts payable, and prepared monthly/annual accruals. Created and distributed management reports.

Education & Training

M.S. in Business Administration with emphasis in Accounting

Colorado State University, Fort Collins CO

B.S. in Business Administration with emphasis in Finance with Real Estate option

Colorado State University

Selected Continuing Professional Education courses (from Colorado Society of CPAs and Fred Pryor):
Colorado Board of Accountancy: Principles, Rules, and Regulations ■ Colorado Board of Accountancy:
Statutes, Rules, and Regulations ■ Cash Flow Statement: Preparation, Presentation, and Use ■ Not for
Profit Accounting and Reporting from Start to Finish ■ Critical Skills for Creating Great Budgets ■ FASB
Review and Update: Common GAAP Issues Impacting all CPAs ■ Excel Tips, Tricks, and Techniques for
Accountants ■ How to Develop and Administer a Budget ■ The Essentials of Human Resources and the
Law ■ Payroll Law

Computer courses: Excel 2010 1-3 ■ Word 2010 1-3 ■ Outlook 2010 1-3 ■ Access 1-3 ■ PowerPoint 2010 1

Professional Certifications & Memberships

Certified Public Accountant, Colorado

Member, Colorado Society of Certified Public Accountants