

Stephanie Carrera

Loveland, CO 80537

stephaniecarrera97_bo5@indeedemail.com

+1 970 690 7261

To secure an accounting/finance position with a stable organization where I can utilize my experience, education and leadership abilities.

Authorized to work in the US for any employer

Work Experience

Accountant/Office Manager

PrecisionWorks Manufacturing - Loveland, CO

April 2012 to Present

April 2012 to May 2016

- Enter Vendor Invoices and Generate Vendor Checks
- Invoice Customers and Record Deposits
- Reconcile Monthly Bank Statements
- Bi-weekly Payroll
- File and Pay Monthly and Quarterly Payroll Taxes for Multiple States
- Enter Sales Orders & Invoices in MRP system
- Month End Close
- Prepare Financial Statements
- General Office Duties
- Provide Customer Service
- Human Resource and Benefit Administrator

Senior Accountant

Lightfield Enterprises - Fort Collins, CO

May 2016 to December 2017

Prepare month end financial statements & present to ownership

Responsible for month end close

Prepare month end journal entries

Reconcile bank & credit card statements

Prepare customer invoices

Record AR and assist with collections

Record AP and assist with payments

Payroll

Month payroll tax reporting

Financial Accountant

BAE Systems

August 2003 to January 2012

Monthly JE's and financial statement reporting

- Recording & tracking of fixed assets
- Sales tax filings
- 1099's
- Monthly account reconciliations
- Accounts Receivable, Cash Receipts, & Bank Statements
- Accounts Payable
- Cash Management
- Payroll Processing
- Assist with Human Resources and Peoplesoft Data Entry
- Answer phones & greet customers
- Event Planning-Company Picnics and Christmas Parties

Sr. Accounting Analyst/Bookkeeper

Melody Homes, Inc
May 1999 to July 2003

- Prepare monthly financial statements
- Monthly reconciliations of accounts
- Gross profit analysis
- Assist with quarterly audit
- Builders risk and other insurance related issues
- Backup on cash management
- Maintain cash receipts
- Prepare quarterly use tax returns
- Maintain fixed assets

Accounts Payable Supervisor

Melody Homes, Inc
July 1996 to May 1999

- Continuous direction for Accounting Assistants
- Approval of invoices for payment
- Monthly planning of departmental duties
- Month end close on computer
- Review job cost

Cash Disbursements Clerk

Melody Homes, Inc
May 1992 to July 1996

- Prepared checks on a daily basis
- Prepared monthly sales journal entries
- Vendor and broker 1099's
- Bank Reconciliations

Cash Disbursements Clerk

Melody Homes Inc - Denver, CO
April 1991 to May 1992

Education

B.S in Accounting

Regis University - Denver, CO

December 2003

Associate in Arts (AA) in General

Front Range Community College - Fort Collins, CO

June 2002

Skills

- Journal Entries
- Bank Reconciliation
- Account Reconciliation
- General Ledger Accounting
- Financial Statement Preparation
- General Ledger Reconciliation
- MRP
- QuickBooks
- Office management
- Accounts receivable
- Accounts payable