

# Tara C. Martin

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## Objective

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To obtain a challenging position that will allow me to be creative and inspiring in my problem solving skills and that will allow me to add value to the environment and the team around me.

## Professional Skills

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- Microsoft office applications proficient
- Ten Key by touch (very good and accurate)
- Type 70 wpm
- Strong financial experience (AR, AP, Budgeting, Cash-flow, Analysis)
- Motivated and supervised 15+ people on daily basis
- Team player with excellent leadership skills
- Ability to multi task and work in fast paced environment
- Very creative and organized
- Maintain excellent customer relations
- Diplomatically resolve customer complaints
- Ability to follow instructions well and make decisions with little to no supervision
- Strong construction & manufacturing background
- Ability to write and implement procedures

## Experience

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January 2021 -Current Integrated Cable Systems (Trexon Global) Longmont, CO.

### Controller

- 13 Week Cash Flow Forecast
- Enter AP/AR & Deposits – Ensure proper coding
- Timely Collection of AR
- Monthly Financial review meetings with Corporate
- Monthly Bank Reconciliation
- 3-Way Match of month receiver/po's, etc.
- Inventory control – cycle counts, etc.
- Month End close process
  - Month End Journal Entries
  - Reconciling all GL Accounts – Accrual Accounts
  - Run all reports
  - Supply Financials to Corporate within 3 days of month end

October 2018 - January 2021

Buffalo Brand Seed, LLC. Greeley, CO.

### Accountant/HR

- Manage all accounting functions for 6 Entities
- Monthly bank reconciliations of 11 bank accounts, multiple money market accounts, petty cash, credit cards, lines of credit and loan/amortization accounts

- Enter & ensure proper coding of accounts payable
- Timely collection of Accounts Receivable
- Processing bi-weekly payroll & prepare/make correlating journal entries
- Month end close of all entities, year-end preparation for CPA
- Maintain/ Audit GL accounts
- 3-way match of monthly receivers/po's
- Balance sheet and P & L analysis & monthly reporting to shareholders
- Annual budget with variance report analysis
- Tax reporting (sales tax, 1099, W2 filings, 1094/1095B returns, 941, safe harbor 5500 form filing, periodic report of good standings, personal property, etc.)
- Benefit plan administration
- Identify & mitigate organizations risk (safety, insurance coverages, contracts)
- Develop & maintain strong bank relationships (borrowing base certificates)
- Verify monthly statements to AP history to ensure

August 2016-September 2018 AVM Associates

Windsor, CO.

Accounting Specialist/Business Consultant

- AP/AR
- Payroll & payroll tax reporting
- Bank account reconciliation
- Credit card coding & reconciliation
- Account allocation of all transactions
- Journal Entries as needed
- Assist in developing sales tax systems
- Established chart of accounts
- Assisted new businesses in setting up their financial and organization structures

November 2015-May 2016 C & H Excavating

Ault, CO.

Controller

**Financial:**

- AP/AR and 6-week Cash-flow forecast & Annual budget preparation
- GL audit and maintenance to ensure that all entries are allocated to proper accounts.
- Monthly close, journal entries/posting & GL/bank account reconciliation
- Prepare monthly financial statements for review & meet deadlines
- Supervised purchasing and 3-way match, 1099 & Tax reporting
- P & L Analysis for profit & loss improvement. Assist with streamlining efficiencies to increase profit.
- Responsible for month end close procedures
- Implementation of ERP computer system from ground up
- Implemented step by step training manuals for ERP system for all depts
- Onboarding-training, implemented step by step work instructions on how to perform office and shop positions, job descriptions implementation, etc.

September 2012-November 2015 Ron Grob Company

Loveland, CO.

Controller/HR

**Financial:**

- AP and 6 week Cash-flow forecast & Annual budget preparation
- Chart of account maintenance and accurate account allocation
- Journal entries/posting & GL/bank account reconciliation
- P & L Analysis for profit & loss improvement. Assist with streamlining efficiencies to increase profit.
- Supervise/Oversee all scheduling of individual jobs/machines, shop personnel and office personnel. Ensure projects running to schedule.
- Quoting/Estimating – repeat jobs, send out to customer & follow-up
- Project Management – Facilitated 5S, shop clean-up, etc.
- Provide outstanding customer service and diplomatically resolve customer complaints/issues

Education

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Currently Attending Colorado State University Global Ft Collins, CO.

- BS in Accounting with emphasis in Accounting

1997-2001 Aims Community College/Franklin University, Greeley, CO.

- A.A., Business Administration
- Formal training on cash flow & break-even analysis, budgeting, variance reports and analysis of variance reports with top ranked business consultants

References

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Miki Underwood\Penny  
Crossroads Insurance  
Eaton, CO.  
C. 970-405-8697

Stacey Hall  
General/Clinic Manager  
Eaton, CO.  
H. 970-314-3430

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