

# Vikki Kline

## **Bookkeeper**

Fort Collins, CO 80525

[Vikki.Kline@gmail.com](mailto:Vikki.Kline@gmail.com)

(313) 408-5729

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Payroll Specialist (part-time)**

FarmHouse Payroll - Fort Collins, CO

June 2020 to January 2021

- Utilized QuickBooks, APEX payroll, and Accounting Portal to process payroll for multiple companies.
- Did end of the monthly reconciliations for multiple companies.
- Processed deductions (i.e. child support, liens, 401K)during the payroll process and sent out said deductions.
- Prepared monthly & quarterly tax payments for multiple companies.
- Handled unemployment tax payments for multiple companies.
- Updated unemployment information at year end.

### **Bookkeeper**

Club Loveland at Orchards - Loveland, CO

October 2019 to May 2020

- Recorded multiple vendor invoices into QuickBooks.
- Balanced Accounts Receivable and Accounts Payable with QuickBooks.
- Ran reports for COGS and P&L monthly with QuickBooks.
- Submitted payroll with Paycom.
- Self-taught Paycom process.
- Performed monthly city and state sales returns.

### **Residential Bookkeeper**

Mountain-n-Plains, Inc - Fort Collins, CO

October 2018 to May 2019

- Recorded vendor invoices into Quickbooks.
- Balanced account payable reports on Quickbooks.
- Utilized Rent Manager to create and close work orders.
- Printed and organized closed work orders for review.
- Scheduled yearly services between vendors and residents.

### **Lead Teller - Operations Specialist**

JPMorgan Chase - Fort Collins, CO

February 2015 to December 2015

- \* Supported Branch Manager with all aspects of branch operations, including loss control, compliance and audit standards
- \* Processed and assisted customer with transactions
- \* Assisted with scheduling
- \* Assisted customer's with setting up self-service options to access their accounts 24 hours a day/7 days a week
- \* Introduced customers to teammates who focus on building relationships and assisting with specialized financial needs

## **Bank Teller II**

SunTrust Bank - Knoxville, TN  
September 2012 to December 2014

- \* Received and processed checking and saving deposits and withdrawals
- \* Balanced ATM weekly including adding cash and removing cash and check deposits
- \* Kept inventory of consignment items (money orders, cashier's checks, Western Union and prepaid cards)
- \* Answered basic customer inquiries regarding interest rates, service charges and account histories
- \* Cross-sold bank products and services
- \* Issued personal money orders and cashier's checks

## Education

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### **A.A.S. in Accounting**

Front Range Community College - Fort Collins, CO  
May 2018

### **High School Diploma**

Wayne Memorial High School - Wayne, MI  
June 2001

## Skills

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- Photoshop (Less than 1 year)
- Excel (10+ years)
- Organizational Skills (10+ years)
- Multi-Line Phone System (8 years)
- Word (10+ years)
- Office Equipment (10+ years)
- Powerpoint (7 years)
- Quickbooks (5 years)
- Cash Handling
- Bank Teller
- Customer Service
- Receptionist
- Billing

- Scheduling
- Data Entry
- Accounts Payable
- Quick
- Bookkeeping
- Accounts Receivable
- Payroll
- General Ledger Reconciliation
- Bank Reconciliation
- Account Reconciliation
- Journal Entries
- Office Management
- Accounting
- Auditing
- Financial Report Writing
- Financial Statement Preparation
- General Ledger Accounting
- Tax Experience

## Certifications and Licenses

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### **Certificate of Accounting**

Present

Per the class I took at Front Range Community College, I was awarded a Certificate of Accounting.

### **Certificate of Business Specialization**

Present

Per the class I took at Front Range Community College, I was awarded a Certificate of Business Specialization.

### **driver's license**

## Assessments

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### **Accounting skills: Bookkeeping — Proficient**

May 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Intermediate spreadsheets with Microsoft Excel — Proficient**

June 2019

Measures a candidate's knowledge of intermediate Microsoft Excel techniques including effectively writing and applying conditional formulas.

Full results: [Proficient](#)

### **Scheduling — Proficient**

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Proficient](#)

### **Filing & organization — Highly Proficient**

September 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

### **Written communication — Highly Proficient**

September 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Highly Proficient](#)

### **Verbal communication — Expert**

July 2020

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Expert](#)

### **Work style: Conscientiousness — Proficient**

June 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Proficient](#)

### **Attention to detail — Highly Proficient**

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Administrative support professional fit — Proficient**

May 2020

Measures the traits that are important for successful administrative support professionals.

Full results: [Proficient](#)

### **Work motivation — Expert**

May 2020

Level of motivation and discipline applied toward work

Full results: [Expert](#)

### **Administrative assistant/receptionist — Highly Proficient**

December 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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Hard working, high degree of accuracy, dependable and willing to learn, works well in a fast environment, self-starter and strong communication skills