

Deborah Lee  
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## EDUCATION

**Bachelor of Science in Accounting** 11/2014-6/2016  
Colorado Technical University Colorado Springs, CO

- Specialization: Accounting, Auditing, Business Strategies
- GPA: 3.6

## PROFESSIONAL EXPERIENCE

**Premium Auditor** 09/2016-Present  
Contract Labor Northeast Colorado

- Interview clients; balance payroll to 941s and type up audits. Check payroll reports run on ADP, QuickBooks, Peachtree, etc.

**Accounting Tech** 01/2014-8/2016  
UCHealth Aurora, CO

- Posting payments to patient's accounts.
- Total all cash payments into one daily bank deposit.

**Office Manager** 02/2012-11/2012  
Concrete Construction Fort Morgan, CO

- Posted Accounts Payable to individual jobs with QuickBooks.
- Used QuickBooks to process payroll on a weekly basis.

**Staff Assistant** 04/2010-02/2012  
Basic Energy Services Greeley, CO

- Posted all payable, receivables and payroll into SAP.

**Accounting Tech II** 01/2009-11/2009  
Morgan Community College Fort Morgan, CO

- Processed refunds for students.
- Posted 3rd Party Transfers.
- Balanced cash registers in bookstore.
- Checked payroll and ran in Banner.

**Clerk II** 12/2007-01/2009  
Morgan County DHS Fort Morgan, CO

- Scheduled appointments for clients.
- Helped clients fill out paperwork.
- Typed reports and minutes.

**Administrative Assistant** 12/2006-5/2007  
Brush Correctional Facility Brush, CO

- Checked and ran inmate payroll. Checked employee payroll
- Printed inmates bank balances and answered questions about their accounts.
- Recorded accounts payable information.
- Ran cost analysis.

