

ACCOUNTANT

Summary

Accountant with over a decade of diverse professional experience including corporate and small business accounting, tax preparation and accounting services. Dedicated and reliable team member who enjoys learning and taking on new challenges.

Highlights

- Accounts Receivable/Payable
- Master's Degree
- General Ledger Accounting
- Sales Tax Reporting
- GAAP Knowledge
- Period End Close
- Team Oriented
- Tax Preparation
- Financial Statement Preparation
- High Attention to Detail Microsoft Office programs
- Proficient in Microsoft Windows operating systems
- Experienced with accounting, bookkeeping, and ERP programs

Experience

Company Name August 2011 to Current Accountant

City , State

- Responsible for consistent, accurate and timely period end close Calculate, process and analyze journal entries and accruals Maintain general ledger for multiple entities worldwide Prepare account reconciliations for multiple accounts across multiple entities Work as member of team to prepare 10-Q and 10-K reports Prepare XBRL instance document for submission to SEC Responsible for completion of various U.S.
- Government surveys Monthly sales tax reporting.

Company Name April 2007 to July 2011 Accountant

City , State

- Supported company ownership by providing accounting insight and technical knowledge Responsible for all accounting functions, including AR, AP, GL, payroll, period-end close processes, account reconciliations and sales tax reporting Monitor accurate and appropriate recording of revenues and expenses Monitor cash flow and balances; project future cash balances and needs Monitor and analyze monthly operating results against budget Professional Experience, cont.

Company Name January 2006 to October 2006 Staff Accountant

City , State

- Maintained general ledger for multiple clients Prepared journal entries and adjusting journal entries Responsible for monthly reconciliations Prepared financial statement compilations Prepared individual income tax returns Calculated and prepared monthly payroll deposits Prepared quarterly and annual payroll reports for multiple clients Prepared annual Form 1099 for multiple clients Assisted in preparation of financial and operating reports.

Education

Certified Public Accountant Colorado License Number 25320

Colorado State University May 2005 M.S : Business Administration Accounting City , State Business Administration Accounting

Certificate in Taxation

Regis University May 2003 B.S : Accounting Accounting

University of Colorado at Boulder August 1998 B.S : Business Administration Business Administration

Interests

Fall 2011-Present Local Cub Scout Pack & Boy Scout Troop - Boy Scouts of America Pack Committee Chair, Den Leader, Fundraising Chair, Merit Badge Counselor

Skills

Account Reconciliations, accounting, accounting systems, Accounts Receivable, accruals, AP, AR, Attention to Detail, bookkeeping, budget, cash flow, oral communication, Certified Public Accountant, CPA, clients, ERP, financial, Financial Statement Preparation, general ledger, General Ledger Accounting, GL, Government, Microsoft Office programs, Microsoft Windows, operating systems, payroll, presentations, processes, recording, reporting, Sales, surveys, Tax, Tax Preparation, tax returns, written

Additional Information

- Volunteer Service Fall 2011-Present Local Cub Scout Pack & Boy Scout Troop - Boy Scouts of America Pack Committee Chair, Den Leader, Fundraising Chair, Merit Badge Counselor