

- Profit Reports
- Cash Management
- Cash Distributions
- General Ledger entry
- Accounts Payable
- Accounts Receivable
- Payroll
- Bank Reconciliations
- Petty Cash
- Bank Deposits
- State / Federal Tax Reporting
- Monthly Actual-to-Budget Analysis
- Account Reconciliation
- Fuel Tax Reporting
- Report Creation

Legacy Management Group LLC

11314 - 4th Ave W Suite 108 Everett, WA 98204 (425) 423-0304

Finance Manager/IT

April 2005 – current

- Full charge bookkeeping for 24 separate properties with over \$2.5 million in revenue
- Research budget variances of more than 10%
- Reconcile 100+ bank accounts with a combined cash value of over a million dollars
- GL reconciliation
- Prepare financial statements
- Compare budget to actual
- Journal entries
- AP entry

Wal-Mart Distribution Center 7018

3001 East State Farm Road North Platte, NE 69101 (308) 535-3228

Systems Supervisor

February 2003 – August 2004

- Supervised the daily activity of 4 employees
- Process and/or oversee the daily processing of orders
- Trouble shoot hardware and software problems on equipment valued over a million dollars
- Create customized spreadsheets to track compliance with department objectives
- Communicate with “home-office” personnel on major issues or problems

DM2 Software, Inc

7700 NE Greenwood Drive #200 Vancouver, WA 98662 (800) 866-5151

Account Manger

December 2001 – September 2002

- Analyzed current business practices
- Advised on new processes
- Installed MAS90 / DM2 software
- Imported previous data into new system
- Trained on the use of the new software
- Trained on new business processes

Nelson & Dennis Petroleum Company, Inc.

1125 - 80th St. SW Everett, WA 98203 (425) 353-9701

Pricing/IT Manger

June 1997 – November 2001

- Monitor daily input of rack pricing
- Review daily margin reports for abnormalities
- Research abnormalities
- Enter and maintain special pricing
- Create special accounting reports
- Enter new inventory items
- Maintain existing items
- Enter cost changes
- Assist in creation of pricing strategies
- Enter 'tax' setups for vendors and customers
- Work with sales staff on maintaining target margins.