

# Katrina Cerkez

Firestone, CO

katrina.cerkez@gmail.com  
(303) 359-4384

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Enterprising and highly qualified Accountant/Bookkeeper with extensive knowledge of Generally Accepted Accounting Principles (GAAP). Career spans 28 years of experience in managing accounting functions for a diverse range of businesses. Backed by solid credentials including a Bachelor of Science in Business Accounting. Key strengths in planning and organization, detail oriented, accuracy, multi-tasking, analytical and problem-solving skills, the capacity to work without supervision (telecommute) and under pressure, the ability to work well in teams and independently, and a highly developed sense of discretion and confidentiality.

Key skills include:

- Accounts Payable Processes & Management
  - Accounts Receivable Processes & Management
  - Payroll Processes & Management
  - Account Reconciliation
  - General Ledger Accounting
  - Financial Statement Preparation
  - Job Costing
  - Contracts Management
  - Purchasing
  - Inventory Control
  - Business Management, Planning & Marketing
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## Professional Experience

April 2010 to January 2018  
Radiometrics Corporation, Boulder, Colorado  
Accountant

- Management of Accounts Receivable for two product divisions, timely invoicing of customers per schedules and milestones. Verify, allocate, post and reconcile Accounts Receivable. Collections.
- Month-end and year-end close process including audit preparation, ensure accurate and timely monthly close activities, prepare monthly account reconciliations, review and verify accuracy of reported data.
- Prepare and enter journal entries and monthly accruals.
- Verify, allocate, and post details of business transactions to subsidiary accounts to general ledger.
- Prepare, enter, post, and reconcile intercompany transactions for two product divisions.
- Generate reports and spreadsheets detailing activities trends and forecasts.
- Purchasing; obtain vendor quotes, prepare and submit purchase orders.
- Inventory Control, setup and maintenance of parts/materials in accounting software, supervise and audit year-end inventory count in preparation for annual audit.
- Collect and document relevant data for CFO and assist in preparation of Annual Budget.
- Ensure compliance with GAAP.
- Preparation and submission of State and City Sales/Use Tax Returns.
- Assist with Accounts Payable, Accounts Receivable, and General Ledger projects as needed.
- Support Divisional Manager and Project Managers in Government and Military contracts. Thorough knowledge of Federal Acquisitions Regulation (FAR)
- Support Divisional Manager and Project Managers in preparation and issue of bid requests based on current pricing policies, rate sheets and overhead.

- Contracts Management. Upon award, review customer purchase orders to ensure accuracy of contract. Work closely with Project Managers to verify that milestones have been completed and ensure timely invoicing per schedules. Schedule DCMA inspections for military contracts. Assist with shipment of Radar Wind Profilers. Order RFID Compliant shipping labels for military contracts.
- Support Divisional Manager and Project Managers in preparation and maintenance of Divisional Budget, plans, projections and other financial management documents to include project and Division-level interim and final profit and loss summary and detail statements, budget versus actual analysis reports, labor budgets, cash flow projections, cost control, and operational overhead budgets.
- Compile and provide management reports to show statistics such as expenditures, Project and Division Profit and Loss, job-costs, committed costs, staff utilization reports, and other items pertinent to operation of the Division and the overall business.
- Assist Documentation Specialist with editing product manuals and other documents.
- Support Corporate Accounting in financial data collection and entry into the accounting system to include project and overhead expenses including subcontracts, supplies, materials and travel expenses.
- Provide support for management of Accounts Payable and Accounts Receivable including timely invoicing of customers per schedules and milestones.

2004 to 2014

My Bookkeeper, LLC, Firestone, Colorado

Self-employed Virtual Accountant/Bookkeeper for Small to Medium sized Businesses and Individuals.

- Full-Charge Bookkeeping, Accounting, including Payroll and Administrative services customized to individual client needs, maintain open lines of communication between clientele and their CPA.
- Extensive experience with a variety of small businesses including manufacturing, real estate development, building contractors, financial planner, attorney, business consultant, software developer, retail establishment, physician, veterinarian, speech therapist, life coach, financial planner, and restaurants.

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## Education

2002

Bachelor of Science in Business Accounting (BSB/ACC)

University of Phoenix

## Technology Summary

MS Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat X Pro, QuickBooks Desktop and Online, Sage, Epicor, Microsoft Dynamics GP (formerly Great Plains), AS 400, and NetSuite.