
Laurie Abrams

Accountant

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www.aceoutdooresentials.com/accountingservices.html

SUMMARY

Motivated accounting/bookkeeping professional focused on maintaining accurate, compliant records and controls for a small business. Detail-oriented and adept at problem solving and multitasking. Excellent client service.

SKILLS

- Month-end and year-end closings
- Balance sheet management
- General ledger accounting
- Auditing methodology
- Account reconciliation expert
- Accounts payable/Accounts Receivable
- Payroll expert
- Knowledge 20 years experience in Quickbooks Desktop
- 5 years experience Quickbooks Online
- Payroll Expert- 25 years experience in all areas

EXPERIENCE

- **KHL Incorporated: Albuquerque, NM —Accounting Manager**

JAN 2008 - PRESENT

- Oversee general ledgers, accounts receivable, accounts payable, and payroll processing and reporting
- Manage financial operations, month-end reporting, financial schedules, and reconciliations
- Produce accurate and compliant financial statements, reports, documentation, and budget frameworks
- Budget Monthly Expenses and Cash Flow Analysis

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- Handle accounting operations such as updating journal entries, and reconciling accounts
 - Process and pay employment and corporate taxes to keep operation compliant with state and federal laws

- **Engineered Environments LLC: Albuquerque, NM — Controller**

MAY 2015 - JULY 2019

- Management of accounting cycle, including compiling and analyzing data, posting and adjusting journal and ledger entries, preparing financial statements and reports, and closing books
- Maintained accurate accounts on cash, accounts receivable, fixed assets, accumulated depreciation, loans, equity, and retained earnings.
- Established accounting structures, processes and controls to meet business requirements
- Assessed accuracy, completeness and integrity of company financial records
- Produced, reviewed and processed 941, 940, W-2, 1099, and State Employment tax forms
- Reviewed and reconciled bank statements, credit card statements monthly.
- Performed an accounting software conversion from QuickBooks Online to Foundation Software (Construction Specific Software) January 2019

- **Reese Gateley CPA: Albuquerque — Public Accounting Staff Accountant**

1997-2001, 2010-2015, and 2018

- Performed monthly write up services for 10-15 Clients for CPA firm
- Followed detailed end of month accounting procedures to verify proper balancing of all accounts
- Prepared weekly and biweekly payroll for salaried and hourly employees for 5 separate clients. Functions included payroll calculations, federal and state tax deposits, quarterly employment reporting, and state CRS reporting.
- Performed monthly bank reconciliations and performed monthly review of all general ledger accounts for accuracy. Produced compiled financial statements monthly.

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- Prepared monthly bank reconciliations for several clients each monthly quarter
 - Verified, allocated and posted transactions in journals from documents such as invoices, receipts and reports

- **Calvary of Albuquerque: Albuquerque, NM — Accounting Manager**

APRIL 2001 - APRIL 2006

- Accounting Manager for largest church in New Mexico
- Managed accounting operations and transactions for all departments/ ministries. Supervised three employees who performed accounts payable, cash receipts and payroll functions, and reported financial information monthly.
- Managed monthly financial statement preparation and review
- Oversaw fund accounting system for all ministries including two radio stations, a bookstore, and a cafe
- Administered payroll for 100+ employees and oversaw payroll reconciliation and tax activities
- Communicated financial reporting to Administrative and Senior Pastors for budgeting and tracking of ministry costs.
- Analyzed financial statements to provide strategic recommendations in support of business decisions
- Managed information to provide details for annual audit by CPA Firm

EDUCATION

- **New Mexico State University: Las Cruces, NM— Bachelors of Accountancy 3.4 GPA**

OTHER DESIGNATIONS

- **Treasurer:** Called Christians (missionary sending organization) (1997-2006)
- **Treasurer:** Osuna Elementary PTA (2009-2012)
- **National Leadership Board of Directors:** Fellowship of Christian Athletes, Endurance Division (2006-2011)
- **Professional Triathlete** (1996-2001)