

Caitlin M Milligan

Duluth, Minnesota

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PROFESSIONAL SUMMARY

Accounting professional with nearly 20 years of experience in full-cycle accounting, payroll, reconciliations, financial reporting, budgeting, and process improvement. Skilled at analyzing financial data, resolving discrepancies, improving workflows, and maintaining accurate records. Known for practical problem-solving, strong organization, clear communication, adaptability, and effective collaboration with teams, clients, and vendors.

PROFESSIONAL SKILLS

Excel & Data Analysis: PivotTables, VLOOKUP, IF formulas, data validation, conditional formatting, filtering/sorting

Full-Cycle Accounting: General ledger, AR/AP, journal entries, adjustments, payroll, and benefits administration

Reconciliations & Financial Reporting: Account reconciliations, preparation and analysis of financial statements, and month- and year-end close

Budgeting & Cost Accounting: Budgeting, forecasting, expense projections, job costing, and project accounting

Controls & Compliance: GAAP, internal controls, audit support, data integrity, and error auditing

PROFESSIONAL EXPERIENCE

Diamond Willow Management – Duluth, Minnesota

Senior Accountant April 2025 – April 2026

- Led accounts payable operations, including invoice processing, vendor payments, and transaction coding
- Processed payroll and maintained general ledger accuracy with journal entries and account maintenance
- Supported month-end, quarter-end, and year-end close processes, ensuring accuracy and timeliness
- Prepared financial reports, administered employee benefits, and supported audits

Lakeside Towing – South Range, Wisconsin

Accountant/Manager October 2017 – September 2025

- Managed full-cycle accounting across AR/AP, payroll, and liability tracking across operations
- Rebuilt and optimized accounting systems, improving accuracy of asset and liability accounts
- Produced financial reports and led budgeting, forecasting, and overhead cost planning
- Developed and enforced policies while overseeing staff coordination, vendor relations, and operations

Goodiel Beads – Superior, Wisconsin

Manager/Bookkeeper January 2017 – June 2018

- Led the implementation of accounting systems and workflows during retail store launch
- Managed full-cycle accounting, including AR/AP, payroll, and liability tracking
- Oversaw POS and inventory systems to improve sales tracking and inventory accuracy
- Produced financial reports and led budgeting, forecasting, and staff oversight to support performance

Kaski Inc. – Duluth, Minnesota

Manager/Bookkeeper April 2014 – January 2017

- Oversaw full-cycle accounting across multiple construction projects, ensuring financial accuracy
 - Produced project-based financial reports and statements to support job costing and profitability analysis
 - Supported budgeting and forecasting to improve cost tracking and financial planning
 - Managed customer contracts and subcontractor agreements to ensure compliance and efficiency
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EDUCATION

Bachelor of Science in Business – Accounting

Colorado Technical University Graduated: June 2021

QuickBooks ProAdvisor Program

Intuit QuickBooks and Bookkeeping Certification
