

Katie King

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Phone: (571) 209-8502

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Skills:

- Highly Motivated, Energetic, and love to be challenged
- Dependable, Organized and Efficient
- Proficient in MS Office Suite, QuickBooks, CounterPoint and Tech-Savvy
- Professional, Client-Focused and can work independently or with a Team

Education:

Bachelor's Degree

American Institute of Professional Bookkeepers member

Employment:

Ventana Productions

Washington, DC

Bookkeeper/ Budget/Project Management

(2014-Present)

- Accounts Receivable/ Accounts Payable
- Develop, Implement & Maintain Procedures
- Budget vs Actual Analysis
- Account Management
- Bookkeeping

KANTER PR

Rosslyn, VA

Bookkeeper

(2017-Present)

- Accounts Receivable
- Account Audits
- Account Reconciliations

Bolt Athletics

Jessup, MD

Accountant

(2014-2015)

- Accounts Receivable/ Accounts Payable
- Commissions Reporting
- Keep Staff Accountable
- Sales Management using CounterPoint POS
- Quickbooks Management
- Import/Export files between accounting systems
- Account Management
- Credit Card/Ecommerce maintenance
- Successfully Collected on Past Due Accounts (30, 60, 90+ days)

Metro Data Networks, LLC

Washington, DC

Financial Consultant

(2013-2014)

- Established Quickbooks Account
- Prepare Financial Statements
- Budget vs Actual Analysis
- Keep Staff Accountable
- Develop, Implement & Manage Standard Operating Procedures
- Updated & Maintained Quickbooks
- Bank Reconciliation
- Monthly/ Yearly Closing Reports

Ventana Productions

Washington, DC

Financial Administrator

(2012-2013)

- Accounts Receivable/ Accounts Payable
- Budget vs Actual Analysis
- Updated & Maintained Quickbooks
- Successfully Collected on Past Due Accounts (30, 60, 90+ days)
- Develop, Implement & Maintain Procedures
- Keep Staff Accountable
- Account Management