

Rachael L. Parnell

11800 N Charlotte St • Kansas City, MO 64155 • Phone: (816) 916-8461 • E-mail: Parnell.Rachael@gmail.com

SUMMARY OF QUALIFICATIONS

Highly motivated and resourceful accounting professional with strong analytical and interpersonal communications skills

PROFESSIONAL EXPERIENCE

Controller

Northland Christian Education System (Kansas City, MO)

(Jan 2018 – Present)

- Maintain a documented system of accounting policies and procedures, facilitating the design of an organization structure adequate for achieving the departments renewed goals and objectives
- Develop and establish guard rails for financial operations to identify and escalate occurrences outside determined boundaries
- Analyze annual budget alongside the Board of Education, Superintendent, and Administration
- Provide budget, salary, fringe benefit recommendations for possible implementation and execution on the upcoming budget
- Ensure monthly bank statements are reconciled on time, recurring payables are paid timely, and receivables are collected promptly
- Support various departments by supplementing their activities with correlating financial processes
- Manage annual financial aid program from application status through award offer as well as any potential appeals
- Issue timely and complete financial statements while also assisting in preparation of the school's annual report, reporting significant variances to Administration and Board of Education for transparency
- Recommend benchmarks against which to measure performance of the school's operations
- Calculate financial and operational metrics to determine annual cost to educate enabling better decision making
- Coordinate the provision of information to all external auditors (financial, insurance, payroll, and other extraneous audits)
- Issue employee contracts and execute all new hire paperwork for payroll and benefit enrollments
- Process monthly payroll

Staff Accountant

Ply Gem Siding Group (Kansas City, MO)

(June 2014 – Dec 2017)

- Executed timely and accurate month-end accounting close functions including journal entries, accruals, fixed assets additions and depreciation, and general ledger reconciliations
- Composed and reviewed accurate monthly P&L statements by brand and product type, posting necessary adjusting journal entries
- Calculated and processed monthly, quarterly, and annual rebates in accordance with established program guidelines
- Facilitated gathering of internal audit data requests for testing of controls owned by the finance department and assisted in proper walkthrough documentation updates
- Coordinated with various departments in account analysis and accrual estimations for their respective general ledger accounts
- Consolidated all Siding group business units monthly and quarterly financial, SEC, and audit packages for submission to Corporate
- Collaborated with colleagues to resolve unique accounting situations that arise through the normal course of business
- Trained team members as they take on new, demanding, or challenging tasks
- Developed new systems in order to create efficiencies in current or new business processes, streamlining time spent on analytics

Staff Accountant

Quality Technology Services (Overland Park, KS)

(September 2013 – May 2014)

- Perform month-end accounting close functions including journal entries, accruals, fixed assets additions and depreciation, revenue and expense deferrals, and general ledger reconciliations
- Create and review monthly balance sheet and income statement for accuracy
- Assist with the preparation of the consolidated monthly, quarterly, and year-end financial statements as well as the annual budget and quarterly forecasts, including working with the operations team to analyze and explain budget variances
- Review purchase requests for accurate general ledger coding and comparison against budgeted expenditures

Staff Accountant

PEO of Nextaff (Overland Park, KS)

(August 2011 – August 2013)

- Performed monthly asset and liability general ledger reconciliations for parent company and its subsidiaries
- Created and review monthly balance sheet and income statement for accuracy, posting necessary adjusting journal entries
- Calculated and post monthly accrual entries
- Analyzed monthly operating expenses for inconsistencies and document footnotes where necessary
- Reconciled tax liability accounts to corresponding payroll software ensuring timely remittance

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- Submitted client payment and employee direct deposit ACH files daily and integrate corresponding journal entries
- Completed weekly payroll for Partner temporary staffing employees

Senior Audit Consultant

Protiviti (Overland Park, KS)

(October 2006 – July 2011)

- Assisted clients in evaluating business process risks developing solutions for increased reliability of financial reporting in accordance with the Sarbanes-Oxley Act of 2002
- Performed testing of key financial and process controls while providing value-added risk management capabilities needed to support a client's business strategies and improve operational performance
- Updated process process narratives, control matrices, and test plans based on process owner interviews, management reviews and external audit walkthrough findings
- Identified critical financial reporting control objectives, relevant assertions, and applicable control activities
- Helped identify control deficiencies and provided recommendation for improvement through process maturity evaluation
- Provided client-managed professional services among various industries

Lead Teller

INTRUST Bank, NA, Wichita, KS

(August 2003 – September 2006)

- Trained and developed new tellers overseeing duties for six month period
- Supervised daily teller-line operations
- Enforced consistent execution of branch procedures and resolved non-compliance issues by working closely with retail coordinators

VOLUNTEER EXPERIENCE

Treasurer

KC Life Church and Kids Life Daycare, Kansas City, MO

(August 2010 – December 2012)

- Prepare and present monthly financial statements and budgets at semi-annual board meetings for the church
- Maintain and reconcile bank accounts
- Process invoices for daycare services provided, apply payments, and prepare customer statements

Faith Lutheran School Board of Education, Derby, KS

(August 2002 – January 2004)

- Prepared and presented financial statements at monthly board meetings
- Counseled board in capital purchase decision-making for expansion of school, gaining a positive vote for \$1 million building expansion
- Prepared bi-weekly payroll for teachers

EDUCATION

Bachelor of Business Administration in Accounting, December 2005

Wichita State University, Wichita, KS

APPLICATION SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, and Outlook

Proficient in QuickBooks Desktop and QuickBooks Online

Experience with Microsoft Access, Visio, and Project

Experience with financial software applications including Great Plains, Oracle, Maximo, JD Edwards, and DonorPerfect

Experience with payroll processing software including Heartland Payroll Solutions, HR Pyramid, Avionte, Empact, and Coats

Experience with Data Warehouse applications: Google Drive, SharePoint, FileBound, and network drives