

Kyla V. Marsh

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SKILLS HIGHLIGHTS: 25 years of accounting and financial management

- ◆ **account/bank reconciliations**
- ◆ **project accounting/job costing**
- ◆ **financial statements**
- ◆ **strong communication skills/enjoy people**
- ◆ **planning/budgeting**
- ◆ **payroll/employee benefits**
- ◆ **12 years Quickbooks exp**
- ◆ **collections/cash management**
- ◆ **cash flow forecasting**
- ◆ **month-end close**

EMPLOYMENT:

Squash Blossom Jewelry/Cogswell Art Gallery, Vail, Co 2010-present

Controller

- ◆ Perform all accounting functions for three companies-jewelry/art, two commercial real estate
- ◆ Manage the conversion of Keystroke POS system activity to Quickbooks
- ◆ Initiate all month-end and year-end accounting procedures
- ◆ Produce financial reporting for all companies
- ◆ Conduct all bank and general ledger reconciliations
- ◆ Provide all HR functions including payroll, employee orientation and benefits administration

Catskill Place Restaurants, Inc., Beaver Creek, Co, 2008-2009

BC Chophouse, Vail Chophouse, Foxnut Sushi, BC Blue Moose Pizza, Vail Blue Moose Pizza

Controller

- ◆ Assisted in the configuration of Accpac, the new web-based accounting system
- ◆ Directed and completed the conversion of all data from Quickbooks to Accpac
- ◆ Managed the integration of Accpac with Aloha Point of Sale system
- ◆ Consolidated financial reporting for all five restaurants for owners and internal management
- ◆ Supervised payroll assistant and general accounting assistant
- ◆ Authored inventory reports highlighting Cost of Sales actual to budget
- ◆ Monitored and initiated all cash activity and collections
- ◆ Supported restaurant GM's in all daily sales and labor reporting activities
- ◆ Trained my assistants

MindWorks Inc., Broomfield, Co, 2005-2007

Consulting, training, software, and support services for SAP ERP software (15M)

Controller and Benefits Administrator

- ◆ Initiated drive to improve Gross Profit Margin through education and reporting – resulting in increased GPM and improvement in NPM by 6 percentage points
- ◆ Coauthored pricing model to determine profitable pricing on job bids
- ◆ Established reliable profitability analysis by determining breakeven rates
- ◆ Restructured Quickbooks to do detailed job costing at the GPM level
- ◆ Reorganized indirect costs in order to properly allocate OH costs to direct costs according to government contracting guidelines
- ◆ Administered benefits – sole responsibility for carrier and benefit selection, payroll contributions, 401K compliance, employee Q&A
- ◆ Coordinated with CPA on annual taxes, sales tax, payroll taxes, various audits, compliance issues
- ◆ Managed all accounting functions independently through company growth from 6M (2005) to 10M (2006) to 15M (2007)

Waterstone Environmental Hydrology and Engineering, Inc., Boulder, Co, 2001-2004

International consulting firm specializing in Hydrogeology, Water Resources, Modeling, Geochemistry, Ecological and Human Health Risk Assessment and GIS (5M)

Controller and Benefits Administrator

- ◆ Directed financial and operating systems integration
- ◆ Served as advisory role to CFO and COO on actions to increase profit through cost control
- ◆ Designed and prepared revenue and expense forecasting
- ◆ Initiated detailed job costing capabilities
- ◆ Administered and selected employee benefits
- ◆ Coordinated labor reporting, financial, and project management systems
- ◆ Trained my replacement

J. Pitner Clothing Co., Fort Collins, Co, 1999-2001

High-end retail men's and women's clothing store (3M)

Full-Charge Bookkeeper

- ◆ Managed all aspects of the company's financial functions independently
- ◆ Advised and reported to owner on insurance and investment decisions
- ◆ Maintained G/L, Cash, A/R, A/P, capital assets, inventory
- ◆ Prepared month-end and year-end financial statements and adjusting entries
- ◆ Reported monthly sales and use tax
- ◆ Trained my replacement

Lowe Alpine Systems, Inc., Broomfield, Co, 1996-1997

Designer and manufacturer of outdoor clothing and climbing equipment

Senior Accountant

- ◆ Reported directly to Controller
- ◆ Reconciled G/L account activity
- ◆ Managed Cash and A/P
- ◆ Planned and reconciled expense accounts
- ◆ Delegated tasks and trained accounting staff

Baird & Warner Mortgage Services, Des Plaines, Il, 1994-1996

Residential mortgage broker

Accountant

- ◆ Managed A/R, A/P, and Payroll functions independently
- ◆ Reduced delinquent Receivables by 90% within one month
- ◆ Originated up to \$1M in residential loans per month

Honeywell Inc., Commercial Buildings Group, Arlington Heights, Il, 1988-1994

Customized building solutions; HVAC, building management systems, security, energy management, mechanical maintenance, fire and life safety, emergency communications

Staff Accountant

- ◆ Conducted inventory meetings with production managers, achieved 25% inventory reduction
- ◆ Produced annual production forecasts by multiple iterations of projected standard costs
- ◆ Developed effective management reports using spreadsheet and database software
- ◆ Maintained MSA mainframe general ledger system and customized reporting features
- ◆ Coordinated all expense planning and reporting with R&D facility
- ◆ Created capital asset database and restructured company procedures for appropriations

EDUCATION:

Northern Illinois University, Dekalb, Illinois, 1984

Bachelor of Science: Finance, Mathematics minor

Harper Community College, Hoffman Estates, Illinois, 1986-1989

Intermediate Accounting I and II, Cost Accounting

Certificate: Materials Management

Colorado State University, Fort Collins, Colorado, 2001

Bachelor of Music, Concentration in Music Education

Courses in Quickbooks, 1998-2002, 2012