

# Kara Wilding

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Staff Accountant and CPA with 7+ successful years in the accounting industry. Commended by employers for attention to detail, mathematical skills, and dedication to accuracy. Excellent communication skills, both oral and written, and can work well with others in a team setting or independently.

## Education

### Bachelor's of Science in Accounting, Minor in Business Administration

Montana State University  
Bozeman, MT  
September 2009 - May 2013

## Key Skills

- Accounts payable and receivable
- Monthly and annual financial statements
- Reconciliation of financials
- Organizational skills
- Able to work in a team setting
- Intuit QuickBooks proficiency

## Certifications

- CPA exam, a cumulative average score of 92.5, Passed all four sections on the first attempt, October 2015

## Professional Experience

### Staff Accountant

Montana State University, Bozeman, MT | November 2015 - Present

- Process payroll for more than 200 faculty and staff members
- Reconcile all monthly statements and spreadsheets, including those prepared by other staff members
- Work with the university CFO to prepare the annual report for the board of trustees
- Supervise junior accountants as well as three to six student workers
- Train all new staff in the department

### Junior Accountant

Montana State University, Bozeman, MT | June 2013 - October 2015

- One of three accountants charged with maintaining accuracy for university financial records and data
- Helped raise the accuracy rate of Accounting Department from 94.2% to 97.6% over two years
- Provided office assistance as needed to students, faculty, and staff by answering questions and serving as the public face of the Accounting Department
- Processed accounts payable and receivable, ensuring accuracy and paying vendors on time