**MICKEY RUTH DUGGAN**

PO Box 3085, Battle Ground, WA 98604

Home Phone: 360-687-2251, Cell Phone: 360-852-3522

Email: [micduggan@netzero.com](mailto:micduggan@netzero.com)

OBJECTIVE: To join a successful organization in a challenging and responsible position.

QUALIFICATIONS: I am a dedicated, hard-working individual with over twenty years of accounting experience. This includes such areas as financial statements, cash management, bank reconciliations, federal and state payroll tax returns, accounts payable, accounts receivable, payroll and supervisory experience.

EMPLOYMENT

2007-2012 Financial Administrator Crossroads Community Church, Vancouver, WA

Oversaw the accounting department through all phases of the accounting cycle for a 501(c)3 church and private school with a yearly revenue of 7.5 million dollars

* Cash management
* Successfully brought the church from being fourteen months behind in the reporting of financial data to regular monthly financial statements
* Reconciliation of thirteen bank accounts
* Payroll processing for 120-130 employees using Paychex and ADP software
* Filed various reports with the county and state to retain non-profit status
* Worked with ministry leaders and pastors during yearly budget processing
* Used Shelby, Excel and Word software

2002-2007 Full-Charge Bookkeeper Anytime Staffing, Vancouver, WA

An internal employee responsible for all phases of the accounting cycle for a company that grew from one million to 10 million dollars in yearly sales

* Cash management
* Processed up to 4000 W-2s per year
* Reconciled up to six bank accounts for multiple companies
* Calculated, prepared and filed all payroll related reports and taxes for Washington, Oregon and the Federal government
* Calculated, prepared and filed all worker’s compensation reports
* Monthly financial statements
* Accounts Payable
* Payroll for Internal employees
* Worked daily with a company that financed the Accounts Receivable
* Used Staffing Complete, QuickBooks, Excel and Word software

**MICKEY RUTH DUGGAN**

2002 Accountant Accountemps, Portland, OR

Assigned to clients requiring a full range of accounting services

* Scored 100% on the General Ledger examination and well above the local and national averages on Excel and Financial Statements examinations
* Assigned to clients in need of temporary accounting help

1997-2001 Senior Accountant Lasco Shipping Co., Portland, OR

Supervision of staff accountants and temporary accountants for a company with twenty-four shipping vessels, with yearly sales of 280 to 300 million dollars

* Successfully brought the accounting department from a three-month closing cycle to a two and one-half week closing cycle within a four month period of time
* Developed an accounts payable processing system which cycled the paperwork at a much faster and proficient rate using team-building skills between accounting and four other departments
* Worked with both internal and external auditors
* Used J.D. Edwards, Legacy, Excel, Word and Outlook software

1992-1997 Accounting Manager Symbolic Displays, Inc., Santa Ana, CA

Responsible for all phases of the accounting cycle for a small company with yearly sales of 3.5 million dollars

* Cash management
* Monthly financial statements
* Bank reconciliations
* Quarterly and year-end state and federal payroll tax returns
* Daily communication with a financial institution for accounts receivable financing
* Accounts receivable billing
* Accounts payable, which was reduced from open three years to open 30 days
* Used Impact, Lotus 1-2-3, and WordPerfect software

EDUCATION

Over twenty years of practical experience. Accounting and Business classes taken at Cypress College and Long Beach City College. Certificate earned at Cypress College.