**MARY (MOLLIE) SCHRICK, CPA**

**11683 Arndt Road NE**

**Aurora, OR 97002**

**(503)269-7568**

**OBJECTIVE**

To obtain a hands-on accounting position

**QUALIFICATIONS**

A detailed hands on CPA who enjoys working with people and giving 110%.

**EDUCATION**

Bachelor of Business Administration with an emphasis in accounting,

Washington State University

Master of Taxation completed 1/3 of the program. Program is no longer offered.

Portland State University

**WORK EXPERIENCE**

**2013 -** ROBERT HALF – SPS DIVISION

**Accountant**

Sent to various companies to assist with various accounting needs

Prepared financial statements

Researched accounting discrepancies

Reconciled cash

Assisted in updating financial statements due to buyout of companies

Analyzed accounts and tied to outside source

Prepared journal entries

Developed and maintained workpapers

Wrote procedure manual

**2012-2013 WILSONVILLE SUMMIT APARTMENTS**

**Accountant**

Prepared financial statements for 3 different entities

Oversaw accounts payable, payroll, accounts receivable

Converted chart of accounts to HUD chart of accounts

Liaison with outside auditors – both tax and Hud auditors

Analyzed accounts

Advised and recommended changes to owner

Prepared 1099s

**2010-2012 HOYT STREET PROPERTIES, LLC**

**Controller**

Prepared financial statements for approximately 13 companies

In charge of all accounting functions for a 131 unit apartment complex

In charge of all accounting functions for a 177 unit condominium complex

Over saw all financial functions for over 20 retail stores

Prepared budgets and reconciled to actual

Established work papers and procedures

Reviewed and approved property closings

Reviewed contracts

Financial liaison between property management company and headquarters

Treasurer for Hoyt Street Yards

Analyzed investments and advised whether to sell or retain investment

**2006-2010 MILLER & ZIMMERLY REAL ESTATE INVESTMENT GROUP**

**Controller**

Prepared financial statements for approximately 20 companies

Prepared yearly budgets and reconciled to actual

Responsible for cash management of all 20 companies

Researched bank interest rates and made sure companies obtained the best rates

Supervised and trained one employee

Oversaw payroll, accounts payable and accounts receivable

Met with auditors, bankers, insurance reps

Reviewed tax returns and audits

**2004-2005 EVERGREEN AGRICULTURAL ENTERPRISES**

**Controller**

Promoted from previous position

Analyzed entire company books and prepared reconciliations so the company could pass an audit.

Provided necessary information for SEC reporting

Established accounting procedures and internal controls

Reported at Board meetings on the financial position of the company

Represented the company at different bank meetings

More efficiently used the accounting software package to prepare reports

Managed a staff of five

Apprised and trained upper management on financial matters

Prepared budgets for seven different divisions and prepared consolidated budget

Prepared and reviewed financial statements for seven different divisions

**2004 EVERGREEN INTERNATIONAL AIRLINES**

**Staff Accountant**

Analyzed deposits and traced whether deposits should be refunded or written off

Assisted in writing reports for SSARS

Assisted other companies within the company with accounting issues

Determined cost to charge clients for flights

**2002-2004 CYCLE SPORTS OF SALEM**

**Consultant**

Contact person between outside lending and finance companies

Assisted in obtaining outside financing

Analyzed cash flow and advised owner on borrowing requirements

Reviewed financial statements

Prepared adjusting journal entries

Recommended various updates and changes

Advised client on financial matters

Converted quicken for various companies to QuickBooks

Trained corporate accounting staff

Prepared ratio analysis report

**2000-2002 HOLIDAY RETIREMENT CORP.**

**Senior Accountant**

Responsible for preparing and reviewing corporate financial statements.

Prepared financial statements of foreign companies in foreign currency and then converted the information

to US dollars.

Ensured that assigned statutory required and other appropriate reports were accurately and timely filed.

Assisted in hiring, training and mentoring of support staff.

Reviewed tax returns for accuracy and completeness.

Advised upper management on tax and GAAP issues.

Assisted with budget preparation.

**1997- 2000 MINNITI & COMPANY**

**CPA**

Reviewed individual tax returns, payroll reports and property tax returns.

Prepared individual, corporate and partnership returns.

Prepared consolidated financial statements and tax returns

Audited, reviewed and compiled financial statements

Researched tax issues

Advised clients on tax and financial concerns

Generated new business by bringing in new clients to the firm

Prepared consolidated financial statements

Prepared numerous construction firm financial statements and tax returns using both completed contracted and percentage of completion methods

**1996-1997** **KINGSLAND SOTTA COMPANY**

**Staff Accountant**

Prepared individual and corporate tax returns

Audited and compiled financial statements

Generated new business for the firm

**1979-1995** **GAGE INDUSTRIES, INC**

**Accounting Manager**

Managed accounting department

Supervised a staff of 3 individuals

Analyzed financial statements and general ledger

Prepared year end and monthly closing journal entries

Evaluated and calculated costs for over 200 manufactured products

Assisted in conversion of manual system to computerized system

Converted job costing payroll system to outside payroll system

Prepared budget

Determined cost effectiveness of purchasing fixed asset expenditures