**Karen C. Skog**

**9 Olson Drive**

**Vernon, CT 06066**

**(860) 871-1074 kskog@att.net**

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| **OBJECTIVE**  **SUMMARY OF SKILLS** | Secure a challenging position in accounting, using my business experience in general accounting and premium tax accounting.  Excellent communication skills, detail oriented, reliable, and able to work independently, or in a team environment. |
| **EXPERIENCE**  **2009-Present**  **2004-2009**    **1999-2004**  **1996-1999**    **1980-1995** | Coldwell Banker Right, Vernon, CT and Coldwell Banker Residential, S.Windsor, CT  **LICENSED REAL ESTATE SALESPERSON**   * Present, process, and execute home buyer/seller with real estate contracts.   Response Insurance Company, Meriden, CT  **TAX ACCOUNTANT**   * Prepare state and municipal premium tax returns, estimates and extensions for 7 companies totaling 3500 returns. * Ensure premium tax software is updated in a timely manner. * Posting and balancing of payments to the premium accrual work papers, ensuring the premium tax, guaranty fund and other overhead accrual accurately reflect the amounts paid. * Timely compliance reporting of guaranty fund payments, state assessments, municipal licensing, and vehicle taxes. * Produce sales and use returns for 5 states and determine taxability of items. Also produce property tax returns for 3 states. * Research various issues regarding state and local taxation. * Provide audit defense for premium tax audits and developed letters of protest with tax authorities.   The Connecticut Surety Company, Hartford, CT  **SENIOR** **ACCOUNTANT**   * Prepare state and local premium tax returns and property tax returns. * Assist in data entry preparation of statutory quarterly and annual financial yellow books using Freedom software. * Reconcile investment accounts. * Prepare general ledger entries. * Oversee accounts payable. * Review general ledger data entry input for accuracy   prepared by staff.   * Release invoices for check processing. * Release accounts payable to general ledger. * Open and close accounts payable periods. * Maintain PC banking for 10 major accounts. * Prepare daily bank balances with balance updates. * Make deposits for:   premium , recovery, collateral funds, as well as investment  income, also, misc. income, fund accounts for check writing.   * Reconcile 30 bank accounts monthly. * Produce entries for payroll, 401(K), recoveries, and cash deposits. * Open and close accounting periods. * Assemble payroll data for external payroll company service provider. * Prepare reconciliation with payroll company and bank statement. * Calculate 401K employee and employer contributions and loan amounts for monthly remittance. * Yearly preparation of 1099's.   De George Home Alliance, Cheshire, CT  **ACTING SUPERVISOR-ACCOUNTS PAYABLE**   * Supervised 2 accounts payable associates and 1 file clerk * Maintained work flows in department through processing of mail and related documents. * Prepared accounts payable reports and documents for upper management. * Corrected General ledger coding. * Authorized and processed the printing of checks.   F.L.&R. Assoc. Inc., Windsor Locks, CT  **OFFICE MANAGER**   * Supervise office staff of 4. * Maintain all accounting functions:   accounts payable, accounts receivable, purchase orders.   * Calculate payroll and prepare quarterly withholding filings for State and Federal tax returns; * Prepare 1099 forms, and W-2 forms, * Sales Tax Return preparation. * Calculate monthly remittance reports for Carpenters, Painters Unions, and submit checks of contributions. | |
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| **EDUCATION** | Eastern Connecticut State University, Willimantic, CT  **Bachelor of Science Degree in Business Administration, 1998**  Manchester Community College, Manchester, CT 06040 **Associate in Science May 1990** |

**SOFTWARE** CCH Research Network, Premium Pro, Excel, Quick Books, Freedom,

Great Plains, Lawson

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