**K. Gail Harlin**

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**POSITION DESIRED**

**Accountant or Auditor**

**EXPERIENCE**

**Ennis-Flint, Inc December 2017-Present**

**Staff Accountant (GL Accountant)**

* Compile and analyze financial information to prepare entries to General ledger accounts while accurately documenting business transactions
* Reconciliation of balance sheet accounts; monthly and yearly
* Create spreadsheets using VLookUp, Pivot Tables and formulas for everyday use by multiple accountants.
* Intercompany reporting and Intercompany journals in preparation for monthly & yearly multi-country/multi-company balancing of AR/AP
* Compute and record Accruals, FX, Amortization and Depreciation
* Back-up Senior Accountants as needed
* Collaborate with Treasury to set-up, design controls, test and monitor new cash and credit card reconciliation products
* Train employees on test databases for expense reporting and reconciliation, working with vendor to resolve all difficulties
* Approve and code expenses; Cash and company Credit card, for all employees
* Reconcile Credit card statements, Reconcile payroll upload with Cash reimbursements
* Train all employees on proper documentation of expense reports, per IRS guidelines and company policy
* Meet with Vendors to discuss products for possible implementation
* Provide reports and input on final vendor choices to Treasury VP & CFO
* Design surveys of users to gather input on new products tested
* Improve workflow and processes
* Listen and communicate to Department heads, VP’s regarding their requests and information on past transactions they would like to see changed
* Decision maker on pass through items for escalation
* Bank Reconciliation back-up
* Work with cost accountant and inventory control specialist for intercompany transactions
* Requests for payment for intercompany charges
* Proper recording of intercompany transactions

**BH Management Services, LLC**

**Staff Accountant (GL Accountant) March 2017-December 2017**

* Responsible for portfolio of multifamily rental properties; analyzing general ledger activity to ensure revenue and expenses are correctly recognized and prepared in agreement with client requirements and the applicable accounting principles
* Preparation of monthly financial statements for assigned portfolio to ensure an accurate representation of the company’s financial position; including but not limited to closing entities books on monthly basis, preparing journal entries, balance sheet and income statement analysis and reconciliation
* Manage cash position of portfolio; calculating distributions per client requirements, committing cash to approved payables and communicating any cash deficits for funding
* Manage capital escrows verifying repairs are completed on a timely basis and submitted per terms of the loan agreements
* Complete Bank Reconciliations on a monthly basis and assists in the detection/correction of adjustments in a timely manner
* Monitor internal controls and reports any determined weaknesses; including validating company policies and procedures are being adhered to
* Prepares financial and operation data for audit firms when applicable
* Internal/External Customer Service

**Dallas County Treasurer** August 2015-March 2017

Accountant I

* Reconciliations of Dallas County’s numerous bank accounts to the general ledger. Development of reports for monthly reconciliation results.
* Daily Oracle bank reconciliation. Use of Excel and Discoverer to create reports. Use of MS Access for reports and records maintenance of bank accounts with sensitive information.
* Review, investigate and analyze discrepancies in daily, monthly end of fiscal year reconciliations. Process or recommend corrections.
* Maintain required records including bank statements and check copies for Dallas County. Provide information and investigations into fraudulent items, deposit or withdrawal inconsistencies as point of contact for the bank.
* Create spreadsheets to track, organize and disseminate data to Accounting offices throughout the county.
* Coordinate with the Auditor’s Office, outside auditors, Treasurer, Chief Deputy, Chief Accountant and DA’s office on informational requests.
* Stale date checks to return revenue to the county. Process DA packets to prosecute hot check writers. Audit Bail Bonds held at the bank.
* Prepare Flexible Spending Account Payments for the County and instruct banking institutions on deposits to cover the daily amounts. Reconcile the payments.

**AT&T, Southwestern Bell, YP, Inc.** August 2001-August 2013

Account Executive, Customer Service Professional, Claims Representative, Collections Representative, National Markets Advertising Composer

* Internet and Web hosting Sales in Commission environment
* Customer Retention focus while assessing merits of customer’s claims or collecting past due charges
* Managing accounts, orders, financial documents, adjustments, work load
* Ensuring accuracy of customer orders and advertising
* Interaction with Internal, External, Partners and Clients in a Professional Environment
* Award for Innovative Thinking, Award for excellent documentation.

**SKILLS**

Technical: MS Office including Excel, Power Point and Access, Yardi Voyager, Social Networking, Oracle, Discoverer

* **Flexibility**
* **Objectivity**
* **Dependability**
* **Familiarity with many systems**
* **Ability to master new technologies and systems**
* **Meets deadlines**
* **Love of Learning**
* **Curiosity**

**EDUCATION**

**The University of North Texas at Dallas**  May 2015

*B.B.A, Accounting,* Graduated with honorsGPA 3.52

**Pursuit of Certified Internal Auditor (CIA)** in progress

**Pursuit of Certified Public Accountant (CPA)** to follow

**ORGANIZATIONS**

Member, Institute of Internal Auditors (IIA)

Attend Toastmasters Meetings, Waxahachie TX

Studying for CIA in process.