**Karol Gail Harlin**

**DFW Metroplex, TX • 214.949.6608**

[**gail\_harlin@hotmail.com**](mailto:gail_harlin@hotmail.com) **•** [www.linkedin.com/in/gailharlin/](http://www.linkedin.com/in/gailharlin/" \o "View public profile)

**Accountant**

Accomplished accounting professional with extensive experience in fiscal operations, business administration, AP, AR, ad hoc reporting, cost allocation, month and year-end closing, and variance analysis. Demonstrated expertise in strategic planning, forecasting, budgeting, financial auditing, and project management. Key skills include:

• Microsoft Office Suite • Yardi Voyager • Financial Reporting

• Oracle • Discoverer • VLookUp and Pivot Tables

• GAAP • Data Analytics • General Ledger

**EXPERIENCE**

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

**Staff Accountant (GL Accountant)**

Compile and analyze financial information for general ledger accounts, reconciliations, and create spreadsheets. Intercompany reporting and journals for balancing of accounts receivable (AR) and accounts payable (AP). Compute and record Accruals, FX, Amortization and Depreciation. Approve and code expenses. Work closely with cost accountant and inventory control specialist for intercompany transactions.

* Design surveys of users to gather input on new products tested.
* Improve workflow and processes for expense reporting.
* Train all employees on proper documentation of expense reports, and test databases for expense reporting and reconciliation, working with vendor to resolve all difficulties.
* Collaborate with Treasury to set-up, design controls, test and monitor new cash and credit card reconciliation products.
* Back-up Senior Accountants as needed.

**BH Management Services, LLC,** Dallas, TX **March 2017-December 2017**

**Staff Accountant (GL Accountant)**

Oversee 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 and assist in the detection/correction of adjustments in a timely manner.
* Monitor internal controls and report any determined weaknesses; including validating company policies and ensuring procedures are being adhered to.
* Prepare financial and operation data for audit firms when applicable.
* Internal/External Customer Service.

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

**Accountant I**

Reconciliation 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.

**ADDITIONAL RELEVANT EXPERIENCE**

**AT&T, Southwestern Bell, YP, Inc.**

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

**EDUCATION**

**Bachelor of Business Administration (B.B.A.),** Accounting,

Honors

The University of North Texas at Dallas

**CERTIFICATIONS**

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

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

**ORGANIZATIONS**

Member, Institute of Internal Auditors (IIA)

Attend Toastmasters Meetings, Waxahachie TX