

Julie Frost
Southern California
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Professional Experience

Sr Accountant / Consultant

May 2018 - Current

Various Temporary Agencies

(LEAPROS, ARG Staffing, Randstad Professionals & ASP Staffing)

Orange County & Los Angeles, CA

Responsible for all aspects of month end close, including journal entries, balance sheet reconciliations, P&L review and adjustments before finals, reconciliations, and account analysis for retail company with 79 locations

Worked for REALMex Restaurants, Retirement Housing Foundation, AI Management & TTSI

Working with Oracle R13, CrunchTime, Payeezy, and a variety of other databases for retrieval of data for monthly journals

Sr Accountant / Fixed Assets Manager

2017 - 2018

Trinity Broadcasting Network

Orange County, CA

Oversee and manage CIP through Fixed Asset processes from acquisition through depreciation.

Manage and oversee multiple subsidiaries throughout US through financials.

Part of team implementing conversion of software from JD Edwards to Oracle R12.

Oversee A/P staff to ensure correct allocations of all fixed assets.

Perform analysis on balance sheet accounts with variance and annual recap

Independent / Consultant

2014 - 2017

Various Temporary Agencies in Southern California

(Senegence, eGumball Inc, Motorcycle Industry Council)

Working on a contractual basis for Temporary Agencies in Southern California while in search for a Direct Hire Position.

Current experience in Non-Profit 501 (c) 3 and 501 (c) 6, Cash based accounting, Tax & Audit reviews & Asset reconciliation and roll-overs, budgeting, ACA Filings, 1099 preparation and filings, and extensive use of Advanced Excel

Senior Accountant

2014

Classic Aviation, Inc., Woods Cross, UT

Manage financial and accounting functions for an aviation corporation, specifically overseeing & managing all aspects of the Service Center Quantum Control implementation and training of all staff

Responsible for all accounting and financial functions, including oversight of general ledger, A/P, A/R, billing/collections, inventory and fuel tracking and monthly reconciliation for eight medical bases and special events using FIFO method

Reconciliation of multiple corporate credit cards and bank accounts

Responsible for all national sales and use tax computation and filings

Created and implemented collections system, including contracts, credit ratings and decreased receivables from over 180 days to under 60 days within four months

Accounting Manager

2012 - 2013

**MOD Jewelry Group, Inc.,
Costa Mesa, CA**

Manage financial and accounting functions for a wholesale jewelry manufacturing corporation. Responsible for all accounting and financial functions, including oversight of general ledger, A/P, payroll, A/R, billing/collections, inventory and reconciliation of multiple corporate credit cards and bank accounts

Oversaw human resource records, files, payroll processing, and time keeping & reporting.

Preparation of routine financial statements, including budgets, P&L, balance sheet schedules, and cash flow forecasts.

Prepared and oversaw monthly, quarterly and annual financial statements as required by internal policies or required by public, government, or third-party entities. Financial package compilation and submission to tax accountant

Responsible for all intercompany wire transfers and international wire transfers on weekly basis.

Maintained and paid all royalties on quarterly basis to Harley-Davidson

Compiled and paid all sales representatives (nationally and internationally) on monthly basis

Responsible for all national sales and use tax computation and filings

Controller

2002 - 2012

Resource Solutions, LLC & Inc.

Corona, CA

Manage financial and accounting functions for an automotive marketing & logistics corporation generating annual sales in excess of \$5 million.

Responsible for all accounting and financial functions, including oversight of general ledger, A/P, payroll, A/R, billing/collections, financial management and reconciliation of multiple corporate credit cards, bank accounts, and line of credit

Managed and oversaw all aspects of commercial insurance policies. Issuance of additionally insured certificates for nationwide special events

Oversaw human resource records, files, payroll processing & time keeping and reporting. Processed, distributed and reconciled per diem & expense monies allocated to outside sales members and principals as needed

Preparation of routine financial statements, including budgets, P&L, balance sheet schedules, and cash flow forecasts.

Prepared and oversaw monthly, quarterly and annual financial statements as required by internal policies or required by public, government, or third-party entities.

Financial package compilation and submission to tax accountant

Recommend and established accounting/finance department documents, policies, procedures, human resources forms, and ensured all up to date with company growth or as necessary dictated or requested by outside, public or government entities.

Responsible for ensuring company's internal control policies were adhered to and tax and compliance deadlines were met

Provided financial data and accounting services in connection with change in corporate designation, including licensing requirements, conversion from LLC Corp. to S Corp., and collaboration with attorney

Legal Account +Manager

2001 - 2002

Pacific Finance Group / Pacific Executive Group

Irvine, CA

Created, implemented and managed legal staffing department

Managed temporary, temporary to hire & direct hire placements for mid to large-size law firms and In-House Counsel Departments in Orange & Los Angeles Counties. Candidates consisted of Legal Secretaries, Paralegals, Word Processors, and Attorneys specializing in business litigation, corporate, real estate, probate, employment, insurance defense, bankruptcy and tax law

Legal Account Manager

1998 - 2001

Davidson Personnel

Irvine, CA

Managed and maintained client and candidate relationships throughout the placement process. Placed temporary, temporary to hire & direct hire candidates into medium to large-size law firms and In-House Counsel Departments throughout So. California. Candidates included Attorneys, Paralegals, Legal Secretaries, Word Processors, and Support Staff specializing in, but not limited to, business litigation, corporate, real estate, probate, insurance defense, and tax law

Interviewed, tested, and placed candidates in temporary, temporary to hire and direct hire positions

Wrote semi-monthly marketing flier, which was distributed to existing clients as well as utilized in outside sales materials in efforts to generate additional business

Assistant Controller

1998

Acton Technologies

Irvine, CA

Assisted Controller in all aspects financial reporting for publicly held computer component manufacturing company

Trained new and existing accounting staff on windows based MAS 90 software. Utilized Report Writer to streamline accounts payable and accounts receivable departments

Responsible for daily reconciliation and adjusting entries as needed for accounts payable department

Oversaw inventory module for accuracy of receipts and categorization of new products

Accountant / General Manager

1993 - 1997

**Star Protection Agency / Dictograph Hawaii,
Honolulu, HI**

Managed all aspects of Accounting department for two companies, which included monthly and annual financial reporting, payroll, human resources, commercial insurance policies, reconciliations for multiple companies and quarterly and annual tax reporting

Trained existing and new accounting staff on windows based OneWrite Plus accounting software as well as Windows package including MS Word, Excel, PowerPoint, Access and Word Perfect

Managed all existing employees of approximately 150 for Star Protection Agency and 15 for Dictograph Hawaii in all departments. This included but was not limited to employee reviews, new hires and terminations for all internal departments. Reported Payroll on a Semi-Monthly basis through Ceridian. Complied with quarterly reporting requirements by the state of employee benefits provided to any employee who worked over 20 hours per week. Made quarterly payroll tax deposits as required by state

Responsible for daily reconciliation of multiple bank accounts for both companies.

Responsible for processing monthly invoices and statements for both Companies, updated Cash Flow Statements on a weekly and monthly basis

Oversaw Accounts Payable Department and finalized weekly vendor payments.

Met with new and existing customers to ensure all contracts were signed and updated annually

EDUCATION

Weber State University

Major — Accounting, Minor — Business Administration

COMPUTER SKILLS

QuickBooks Enterprise, Pro-Premier with Payroll & QuickBooks Online, MAS 90, Oracle, NetSuite,