

Kim Reif

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#readytowork

Work Experience

Data Specialist

ADAMS BROWN BERAN & BALL

January 2020 to March 2020

Assist front office in preparing for tax season

- Answering phones and directing calls
- Preparing client files for tax meetings
- Logging in tax returns for both individuals and businesses
- Assist administration with file retention
- Assist with mail pick up and delivery when needed
- Assist office manager with all other duties requested by the accounting firm

Team Leader

CUNA Mutual Retirement Solutions - Great Bend, KS

December 2017 to October 2019

Lead the Transition Team by providing training and guidance. Upload client payroll files into a new employment management system. Moved the retirement book of business to one platform.

- Instrumental in creating work tasks to resolve hundreds of system errors.
- Created and implemented written procedures to ensure consistency within team.
- Team lead on issues and questions that arose, freeing up manager for other responsibilities.
- Directed work to other team members.
- Completed hundreds of plan reconciliations for November 2017-December 2018 files.
- Initiated and completed 403(b) vendor distributions.
- Instrumental in assisting with procedures and completion of 700+ 5330s filing project.
- Monitored task logs and reviewed team members' completion of projects to ensure deadlines met company/department SLAs.

DC Admin Specialist

CUNA Mutual Retirement Solutions - Great Bend, KS

2015 to 2017

Developed a new department to assist with testing plans. Monitored the organization's compliance with IRS regulations. Uploaded client information in a database. Ran eligibility checks for participants.

- Resolved eligibility issues in database to prepare for testing teams with 98% accuracy.
- Assisted 5500/Compliance Teams with uploading 5500s in FT Williams.
- Assisted resolving 5500 reconciliation issues with 99% accuracy.
- Monitored team mailbox/resolved issues to free team up for other responsibilities.
- Prepared adjustment files for deposit of client's contributions/true-up files with 98% accuracy.

- Created and implemented written procedures for team processes.
- Trained new team members.
- Researched and resolved department's reworks.

Trust Accountant

CUNA Mutual Retirement Solutions - Great Bend, KS
2012 to 2015

Post activity reflected on each participant's account. Maintain record and value outside assets for distribution purposes. Generate quarterly, semi-annual, and annual valuations.

- Completed valuations on outside assets with 99.5% accuracy.
- Assisted the 5500 team in completing 5330s for late payroll deposits and tax forms provided to the IRS.
- Assisted 5500 team with SSA filings, 5500 filings.
- Reviewed team members work.
- Provided coverage for logging trust accountant statements in database log.
- Provided coverage for department mail duties.
- Served as resource for team members.
- Reconciled clients' disbursement accounts.

Senior Daily Plan Accountant

CPI QUALIFIED PLAN CONSULTANTS
2007 to 2012

Trained new Daily Plan Accountants (DPAs). Placed and settled daily trades. Reconciled plan disbursement accounts. Developed quarterly valuations to review employers' sponsored retirements plans.

- Created written procedures for department.
- Trained new team members.
- Created pivot tables from SQL database to resolve trading issues.
- Created pivot tables from Excel program.
- Researched and resolved trading variances with 99% accuracy.
- Provided overnight support to upload/settle and release trading files from Matrix.
- Ran overnight reconciliation program for quarterly valuations.
- Manual settle/release outside asset batches on SRT daily system.
- Served as resource for team members.
- Reviewed team members work.
- Research and resolution for trading discrepancies.

Participant Service Center Specialist

CPI
2006 to 2007

Assisted participants in gaining web access to the CPI website. Completed distribution documentation and loans requests for retirement accounts.

- Provided excellent customer support to participants.
- Assisted participants with distribution/loan requests.
- Served as resource for team.

Education

Associate in Business

Barton County Community College - Great Bend, KS

September 2019 to Present

Skills

- TECHNICAL SKILLS
- Microsoft 2010 Suite (Word, PowerPoint, OneNote, Excel, etc.)
- Microsoft OneNote 2010
- Excel 97-2010
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Acrobat Reader DC
- SRT
- EEscape
- OMNI DVW (payroll system)
- OMNI Admin Web
- AG
- Sharepoint
- WebEx
- Workday
- FT Williams
- Matrix Innovest
- Matrix TOS
- Quicken 2017
- EDG (EDataGate)
- EDG Tools (used to decrypt payroll files)
- VMWare
- XCM Accounting software
- Program Management Accounting software
- Nextiva
- Bamboo HR.
- 10 key calculator
- printer
- copier
- scanner
- fax
- label printer.
- Account Reconciliation

Links

<https://www.linkedin.com/in/kim-reif-b19624152>