

COLLEEN A. YOUMANS

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OBJECTIVE: Administrative position which utilizes my knowledge and experience in Accounting and Business Administration.

SKILLS/KNOWLEDGE:

Accounting Principles ▪ Factoring ▪ Taxation ▪ Full Cycle Accounting AP, AR, GL and Payroll ▪ Month-end GL Processing ▪ Job Costing ▪ Statement Analysis ▪ Bank and GL Reconciliations ▪ Audits Internal/External ▪ Spreadsheet Analysis ▪ Daily Financial and Sales Position Analysis ▪ Cash flow forecasting ▪ State-wide Sales Tax Returns ▪ Employee Benefits ▪ Payroll Tax Returns ▪ Property Tax Returns ▪ Medical Device Tax Returns ▪ Human resources Management ▪ Inventory Valuation/Adjustments ▪ Medical Terminology ▪ Global Collections & Communications ▪ Legal Communications ▪ Workman's Comp/Liability Insurance ▪ Experience working directly with company Executives and Sales force.

QUALIFICATIONS:

▪ **Experienced, Educated Full-Charge Accountant / Bookkeeper - 26 years**

▪ California Licensed Tax Preparer (1994-2000)

▪ Experienced in Business Administration and Office Management

▪ Excellent DSO results for Global Collections

▪ Enthusiastic, hard-working, Multi-Tasking - known as a dependable team-player who does whatever it takes to get the job done!

COMPUTER EXPERIENCE:

SAGE PRO — ERP — EVO — ACCPAC — MAS90 — QuickBooks Pro — Peachtree — Macola — Access — MS Office - EXCEL — Adobe - Quatro — Lotus — ADP — Paychex — Lathem — Riata - Transworld Sys —MS Office — Mitchell Systems — Cystal Reports — Macintosh — Power Point — Intuit Tax Software — DOS & Basic "C" Languages — IRS, EDD, SBE & FTB online Tax Returns — Quicken Pro/Business — AutoSoft — Novell Network— Keystrokes POS system — Multiple software conversions planned and processed. Familiarity with Kronos, aviation pax online applications and accounting on-line processes. Online Funding sites for travel industry.

WORK EXPERIENCE:

2018-2019

CALPAC INC - (Start-up Company *Closed)

Staff Accountant — Carlsbad, CA

Month End Accounting close Journal Entries and GL account reconciliations, Accruals and Deferrals analysis, Kronos Deposits, Auditing and reconciling with sales and AR, Payroll ADP Processing Multi-State, Corporate Bank Reconciliations AP Wire Processing, Cash flow reporting to CFO and Director of Finance, process Check Runs, AR and Asset records and other accounting tasks.

2017

Glacier Water Incorporated - (2017 Company sold to out-of-state Corporation - California Accounting Dept Closed)

Senior Staff Accountant — Vista, CA

Month End Accounting close Journal Entries and GL account reconciliations, Accruals and Deferrals analysis, Nation-wide Cash Deposits Auditing and reconciling with sales and AR, Corporate Payroll backup, all Corporate Bank Reconciliations, Cash flow reporting to CFO, Assist CFO with Commissions processes Responsible for transferring Nation-wide mass data files from custom software into accounting system to audit, process mass checks/AR Statements, and processing Corporate Bank Wires.

2007- 2016

Orthodontic Design and Production Inc / G&H Orthodontics Inc. - Globally Recognized Leading Orthodontic Products Manufacturer. - **(2017 Company closed- to out-of-state Corporation)**

Accounting Manager - Vista CA —

Position reported directly to company Executives and Board of Directors. Full Cycle Accounting through Month-End Close Financials, GL Accruals, Reversals, Recurring and Reconciliation entries. Prepared Cash Flow, Inventory, Sales, Budget forecasts and Daily Financial Position Analysis reports. Duties also include Asset Valuation, Job Costing, Global AP, Global AR Collections, Credit Management, Multiple Bank Reconciliations, Borrowing Base reports, Capital Loan Ledgers, International Wires, Payroll Processing. Human Resources Management, Employee benefits, PTO, Workman's Comp and Liability Insurance claims. Calculation and filing of IRS 1099's/Returns, IRS Medical Device Tax 720, BLS Returns, Sales Tax Returns, Property Tax Returns, EDD Returns, communicator with IRS, SBE, EDD regarding tax issues, FDA payments, Mexican Mequilladora accounting liaison, R&D tax credit analysis. Assisted in mapping and transferring GL balances for software conversion. Contact for outside Legal, Insurance, Banking, Accounting and payroll entities. Communications with Sales, Customer Service and world-wide customers for AR functions resulting in High Recognition of excellent DSO results. Previous Multiple Company books. Accounting functions processed by utilizing Sage Pro, EVO ERP, Excel, Lathem, Riata, Power Point, MS Office, Electronic Wire System, online Merchant Services, and ADP Totalsource system.

2005-2007

DSI, Vista CA

Full-Charge Accountant - Medical, Utilizing ACCPAC, Excel, Quicken. Full Cycle G/L through Financials, JE's A/P, A/R, Insurance, Property and Sales Tax Returns, Payroll, Cafeteria Plan, Daily Cash, 1099's, Asset Auditing, as well as duties listed in previous positions.

2000-2004

Arrow Accounting, Vista CA

Full-Charge Accounting- QuickBooks Pro Advisor

Full-Cycle Accounting and Payroll duties. Businesses Served: Insurance, Food Industry, PR, Media Arts, Engineering, Legal, Public Accounting

1999-2003

Accountants Overload, Newport Beach, CA

Full-Charge Accounting/Bookkeeping: Full-Cycle public Write-ups/year-ends, Payroll trouble-shooting, QuickBooks Pro, Mas90, Bank Recs, Sales Force, Many Software Programs Utilized, focused in Large Insurance, Banking, Media, Manufacturing, Retail, Legal, Veterinary, AR credit/ Collections Mgmt.

1999-2001

Garden State Bagels, Inc; San Diego County locations, CA

Full-Charge Accounting /Office Manager: Full Cycle, Similar duties listed in previous positions, utilized Peachtree and POS software.

1996-1999

Nytra Multisport Technology, Inc; Encinitas, CA

Full-Charge Accounting/Bookkeeper: Global Multisport/Triathlete Retail & Wholesaler - Payroll, Property tax, State-Wide Sales Tax Returns, 1099's, Bank Recs, A/R, Domestic/Intl A/P, Depreciation, Journal Entries, Full-Cycle to Year-end, WComp Ins., Human Resources, Quick Books Pro, Lotus, Excel, MSWord, "Keystrokes" POS system (networked) Mail Order and Retail

1996

Carlsbad Unified School District; Carlsbad, CA

Accounting Tech I- Assistant to Financial Superintendent: Journal Entries, A/R, Governmental Accounting, Insurance (800 files) Coordinator Cobra, Liability, Wcomp, Facility Liability and Rental Income, In-Charge of District Medical/Dental Conversion, Recruited for Classified "Accountant I".

1994-1996

Black Forest A/B and Paint Inc; San Marcos, CA

Bright Hill Farming Inc, Red Basketing Marketing Inc; Valley Center, CA - JFCM; Valley Center, CA

Multiple Companies- Full-Charge Accounting/Bookkeeper: Full Cycle Year End, A/P, A/R, Job Costing, Bank Recs, 1099's, W2's 940/941 Payroll Tax Returns, Sales Tax and Property Tax Returns, Conversion Manual Books to Computer, Investment Monitoring, Real Estate Income Monitoring, Admin, QBPro, Lotus, AutoSoft, Mitchell ,Novell Networking

1992-1994

Accountants Inc; La Jolla, CA

Assisting Controllers, GL, Full-Cycle Accounting, A/P, A/R, Bank Recs, Account Audits, 1099's, Mas90, Quatro, Lotus123 and Wordperfect, Etc..

1991-1992

Innovative Time Corporation, USA; Carlsbad, CA

International/Domestic A/P and Payroll: Cash Flow reporting, G/L-A/P Journal Entries, Account Audit/Analysis, 1099's, Payroll processing, Mas90, Lotus, Word Perfect, Dbase, Etc..

1989-1991

Palomar College; San Marcos, CA

Accounting Tutor—Paid Position - Student Services/Library Dept.— Tutored Students in Accounting Education.

Admin/Clerical I— Allied Health/Paramedic Department, -- Various Admin/Clerical Duties, Lesson Plan Typing, Filing, Purchasing, Etc..

EDUCATION: Palomar College; San Marcos, CA (1988-1992) ▪ **Advanced Accounting 2 Year Certification** ▪ **Business Administration and Computer Certification** --GPA-Accounting 4.0 — **Dean's List**-Accounting Dept — Income Tax — Medical Terminology and General Education,

HR Block Tax School; Oceanside, CA (1994) ▪ **Acquired State of California Tax Preparer Certification**

Orange Coast College; Costa Mesa, CA (1983 -1985) ▪ **General education, Computer programming and Performing Arts**

Richards College; Huntington Beach Ca (1982) - ▪ **Licensed State of California Cosmetologist**

COMMUNITY SERVICE:

Volunteer for Adult/ Youth Community programs for Performing Arts, Teachers Aide for Youth Programs, Medical and Animal fund raising events.