

Cathy Diggles

Pueblo, CO 81005

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719.320.3276

#readytowork

Authorized to work in the US for any employer

Work Experience

Controller

MORNING FRESH DAIRY - Bellvue, CO

September 2016 to April 2020

Completed various projects as needed remotely and on site; including payroll items, various tax related matters, loan and asset tracking, and financial statement preparation for five separate companies.

Accounting Supervisor

ROCKY MTN EYE CENTER - Pueblo, CO

May 2015 to September 2016

Oversee accounting staff, maintain inventory and asset reconciliation and depreciation, integrate revenue and refund activity, review general ledger accounts for accuracy/coding issues, biweekly payroll for nine separate locations, all payroll taxes and filings, bank reconciliations for 12 company accounts, sales and use tax preparation and filing, monthly financial statement package preparation.

Senior Staff Accountant

PUEBLO CITY SCHOOLS D60 - Pueblo, CO

October 2013 to May 2015

Supervise accounting staff, responsible for approving work for financial statement preparation, assess appropriateness of information, participate in reconciling various funds, organize information to external auditors for annual audit, comply with local, state, and federal government reporting requirements, including CDE.

Controller

PUEBLO DIVERSIFIED INDUSTRIES - Pueblo, CO

October 2010 to July 2013

Manage all accounting staff, accountable for ensuring accuracy and timeliness of all work for complete financial statement preparation, evaluate adequacy and integrity of information, participate in annual budgeting, coordinate information to external auditors for annual audit, comply with local, state, and federal government reporting requirements and tax filings.

Accountant

GAME FORCE PUEBLO - Pueblo, CO

June 2004 to January 2010

Handled monthly work for company, evaluated internal financial controls, maintained information sufficiency and reliability, including accounts payable and receivable, reconciliations, journals, ledgers, spreadsheets, financial statement compilations, payroll, monthly and quarterly payroll taxes, W-2s, monthly sales tax, year-end adjustments and closing. Prepare corporate income tax returns.

Accountant

ACCOUNTANT - LADYFAIR LAUNDRY - Pueblo, CO

January 2007 to July 2008

Took care of various monthly work for the companies five locations, including accounts payable and receivable, reconciliations, journals, ledgers, spreadsheets, financial statement compilations, payroll, monthly and quarterly payroll taxes, W-2s, monthly sales tax, year-end adjustments and closing.

Accountant

RICE ROOT ACCOUNTING SERVICES, INC - Pueblo, CO

June 2003 to May 2004

Managed monthly work for clients, including accounts payable and receivable, reconciliations, journals, ledgers, spreadsheets, financial statement compilations, payroll, monthly and quarterly payroll taxes, W-2s, monthly sales tax, year-end adjustments and closing, and extensive client contact.

Prepared individual and corporate income tax returns.

Auditor/tax Preparer

McPHERSON, BREYFOGLE - Pueblo, CO

January 2003 to June 2003

Conducted various audit work for clients, determined audit procedures, ensured effectiveness and efficiency for audit risk prevention, including work with investments, cash, confirmations, and accounts payable and receivable.

Prepared individual and corporate income tax returns.

Accountant

FEDERICO & ASSOCIATES, INC - Pueblo, CO

November 1998 to December 2002

Processed monthly work for clients, including accounts payable and receivable, reconciliations, journals, ledgers, spreadsheets, financial statement compilations, payroll, monthly and quarterly payroll taxes, W-2s, monthly sales tax, year-end adjustments and closing, and extensive client contact.

Prepared individual and corporate income tax returns.

Accountant

RSL ACCOUNTING - Pueblo, CO

April 1998 to October 1998

Completed monthly work for clients including accounts payable and receivable, reconciliations, journals, ledgers, spreadsheets, financial statement compilations, monthly and quarterly payroll taxes, and monthly sales tax.

Accountant

TONY P. DELL - Pueblo, CO

September 1995 to April 1998

Facilitated various clients' financial information, including work with accounts payable and receivable, payroll, reconciliations, journals, ledgers, spreadsheets, financial statement compilation, and quarterly reports.

Education

MBA

COLORADO STATE UNIVERSITY - Fort Collins, CO

Present

Bachelor of Science in Business Administration

COLORADO STATE UNIVERSITY - Pueblo, CO

December 2002

Skills

- Financial Statement Preparation
- Bank Reconciliation
- Tax Experience
- QuickBooks
- General Ledger Accounting
- Journal Entries
- Account Reconciliation
- Accounts Receivable
- Sage
- Accounts Payable
- Payroll
- GAAP

Certifications and Licenses

QuickBooks certified

March 2018 to Present

Assessments

Work Style: Reliability — Highly Proficient

May 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/a6c5012d96999b3ce7be0566fa8b083feed53dc074545cb7>

Attention to Detail — Highly Proficient

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/19841adb445a775a635333613bb3075deed53dc074545cb7>

Principles of Accounting — Expert

January 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/c2e44292fc54063d93c88485603d1b3beed53dc074545cb7>

Accounting Skills: Bookkeeping — Expert

January 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/91c380acf1d1982dcb9722df6a4d8044eed53dc074545cb7>

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