**Kimberly Applewhite**

**Highlights**

**3+years:**

* + Full Cycle Accounting
  + Generally Accepted Accounting Principles(GAAP): Private sector and public sector standards
  + Microsoft Excel, Word, Outlook, Google Docs, QuickBooks

**Professional Experience**

Cranesmart Systems Inc. 01/2018 to 05/2019

***Assistant Controller***

Edmonton, Alberta, Canada

* Remit ‘Goods and Services Tax’ payable/receivable and payroll remittances for seven companies on a monthly and quarterly basis. Attention to details is important for this task because different companies had different deadlines. To date we have never incurred penalties for GST payable because of strict organization and managing priorities.
* Print and prepare cheques on a daily and semi-monthly basis for payment; honoring deadlines to maintain company credibility and financial reputation.
* Process incoming invoices daily and forwarded to appropriate parties for approval and following up to ensure that any bottlenecks within the approval process were minimized.
* Perform bank reconciliation monthly for Cranesmart and associated companies**.** Performing the bank reconciliation process monthly allows me to monitor for any unusual transactions and errors. For example, the bank accidentally under deposited a transaction. The bank has a policy that the balance is deemed correct if not pointed out in 30 days. I was able to notice the error in a short amount of time due to timely reconciliation.
* Process payroll and sales commissions for over 90 employees. Ensuring that payroll is timely and accurate is important as the livelihood of our employees is involved.
* Conduct intercompany reconciliations on a quarterly basis to ensure that we are compliant with *Accounting Standards for Private Enterprise(*ASPE)

Government of Alberta 08/2016 to 12/2017

***Case Manager***

Edmonton, Alberta, Canada

* Created financial budget forecast spreadsheet in Excel for the 2016 Regional Municipality of Wood Buffalo (RMWB) Disaster Recovery Program to provide information to various stakeholders including Government of Alberta (GOA) Ministries. This spreadsheet was used as supporting Appendix in Briefing Note to the Deputy Minister for approval of ministry budget requests.
* Initiated, prepared and led weekly meetings with management relating to the forecasting and standing budgets for three disaster recovery programs within the GOA Projects department. The purpose of these weekly meeting is to discuss and resolve any issues relating to Finance. For example, upcoming deadlines and action items were discussed and strategies are developed to approach these demands.
* Collaborated with Municipal Affairs’ (MA) Finance department, utilizing leadership skills and professional background to improve processes between both departments. Also, actively participates in MA Finance meetings by exchanging viewpoints, resolving outstanding matters etc. These meetings allow for more effective communication between GOA Projects and MA Finance thus enhancing understanding of the processes, timelines and duties for each respective department.
* Reviewed interunit requests submitted by ministries attempting to recover costs incurred from providing assistance in the various disaster recovery programs. Once eligibility is determined, the Interunit request is compiled into a package containing all relevant supporting documents and payment to the ministry is recommended. This assists ministries in recovering funds, hence allowing them to fund other programs that serve various stakeholders interest.
* Reviewed previously paid interunit transfers from prior year disaster recovery programs. This involves reviewing current documents and gathering any additional supporting records to provide added context to the expenditures in question. This information is then use to calculate the estimated receivables recoverable under the Disaster Financial Assistance Guidelines; the eligibility criteria for the federal government. This process is important for cost sharing with the Federal Government and providing financial relief to our province.

Terrace Safety Ltd 12/2014 to 03/2016

***Accountant-Finance Manager***

Edmonton, Alberta, Canada

* As the manager of the Finance department, I initiated and led monthly meetings with shareholders; raising discussions on the companies’ financial operations and progress. Prior correspondence relied solely on bank statements and year-end financial data which provided limited information
* Prepared reports for shareholders to inform them of financial position of Terrace Safety, providing solutions to maximize company resource allocation.
* Reviewed and managed the company accounts anticipating potential changes, assessing the quantitative and qualitative impact and providing a recommended course of action.
* Analyze and record daily, monthly and annual transactions utilizing knowledge of *Generally Accepted Accounting Principles (GAAP) and Accounting Standards for Private Enterprise (ASPE),* improving the usefulness of accounting records for user decision making.
* Gathered data and prepared reports in support of creating policies surrounding the use and replacement of field equipment by external contractors. Historically, the company paid for any and all damages and losses not covered under commercial insurance.
* Procurement of office supplies as needed so that Terrace Safety was always equipped to keep daily operations running smoothly.
* Implemented a process to ensure T4’s, GST and other tax documents were filed in accordance with CRA’s deadlines. This prevented the company from incurring late fees as a result. Historically, tax filing was not done on time and became costly.

Four Points by Sheraton 01/2014 to 11/2014

***Auditor (Nights)***

Saint Catharines, Ontario, Canada

* Process guests' departures, calculate charges and receive payments efficiently and accurately to ensure information usefulness for management.
* Balanced cash and completed balance sheets, cash reports and other internal financial reports using accounting knowledge via education at *Brock University* providing added value to financial information.

**Software:** Microsoft Excel (Pivot tables, Logical Functions), QuickBooks, Microsoft Outlook, Word, Google Docs

**Interests** Traveling, Reading, Cooking, Health and Fitness

**Education**

* **Brock University**: Bachelors of Accounting (*Honours*) - Class of 2015
* **Seneca College**: Accounting Diploma(*Honours*) - Class of 2012