

Katherine Calloway

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Objective

Utilize professional experience to establish and ensure cost goals for our customers.

Experience

Marshall & Associates; Auburn / Montgomery, AL

Director of Accounting

2009 - Current

- Responsible for tracking Project Costs
- Manage accounts payable, accounts receivable, and payroll
- Manage company resources
- Develop marketing tools

Compton Design Group, Inc.; Auburn, AL

Accountant & Office Manager

2008 - 2009

- Accounts Receivable and Payable
- Financial Statement Preparation
- Bank Reconciliations
- Job Reports
- General Journal Entries
- Payroll and Payroll Taxes
- MLS Listings
- Advertising

Halstead Contractors, LLC.; Montgomery, AL

Accountant

2005 - 2007

- Construction Draws with CVS Pharmacies
- Bank Statement Reconciliations for over 50 accounts
- Financial Statement Preparation for Tax Returns and Audits
- Sales Taxes in seven states
- Intercompany Account Reconciliations
- Monthly Closings for Indian Park Apartments in Murfreesboro, TN
- Work In Process for Halstead Contractors, LLC
- Licensing
- Capital Account Reconciliation for over 30 companies

Anchor Managing General Agency; Montgomery, AL

- Accountant 2003 - 2005
- Daily Payment Postings and Deposits for Company
 - Auditing of Billing Reports
 - Reconciliation of Bank Statements
 - Customer Service for Agencies
 - Monthly Invoicing
 - Accounts Payable
 - Administrative Duties

- Montgomery Ballet, Inc.; Montgomery, AL 2001 - 2003
- Financial Coordinator
- Payroll & Payroll Taxes
 - Daily Payment Postings and Deposits
 - Accounts Payable and Accounts Receivables
 - Grant Writing
 - Administrative Duties
 - Fundraising

- Floyd, Floyd & Floyd Law Firm; Gadsden, AL 1998 - 1998
- Office Assistant
- Filing
 - Copied Legal Documents
 - Answered Phones
 - Organized Closed Files System

Education

Auburn University, Auburn, AL
Bachelor of Science in Business Administration - Accounting; 2001

Auburn University, Montgomery, AL
Masters in Business Administration - Accounting; 2003

Various continuing education seminars in the fields of accounting

Special Skills

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher, Peachtree Accounting Software, QuickBooks Pro, JobView

References

Available upon request