

Seasoned and highly qualified professional demonstrating expertise and broad ranging experience in accounting, financial information and operating cost analysis, and auditing processes. Extensive experience in conducting financial and compliance audit evaluations to ensure proper application of tax ordinances. Advanced knowledge of professional accounting principles, theories, concepts, and terms. Possess high level of problem solving skills to maintain effective, efficient, accurate, and compliant processing operations. Ability to work cross-functionally and to consistently meet strict deadlines. Excellent interpersonal skills, able to communicate and collaborate effectively with co-workers at all levels.

### **Key Strengths & Expertise:**

- Regulatory Compliance
- Auditing & Monitoring Procedures
- Financial Statement Preparation
- Financial & Variance Analysis
- Expenditure Projections
- General Ledger Entries & Audits
- Budget Management
- Tax Audit
- Conflict Analysis/Resolution

## **Professional Experience**

### **NEW MEXICO DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT • Santa Fe, NM • 2016 - 2017** **ACCOUNTANT & AUDITOR - ADVANCED**

Provided keen oversight to various accounting and auditing functions, following department, state, and federal rules, laws, regulations, statutes, policies, procedures and guidelines; Reconciled general ledger accounts.

- Audited cash transactions, assisted in the identification of key risk areas, and contributed to the forward audit plan.
- Reconciled federal grants and coordinated general entries for bank deposits.

#### **Notable Contributions:**

- Compiled financial records on Accounts Receivable and federal grants cash deposit for July 2016 to June 2017.
- Reconciled two federal disaster grant projects on grants received from federal government and reimbursed expenditures from local sub-grantee governments.
- Audited thousands of payment vouchers on FY 2016 financial statement audit; directed general entries for bank deposits from federal grants in Oracle PeopleSoft Enterprise software-SHARE.

### **NEW MEXICO TAXATION & REVENUE DEPARTMENT, AUDIT & COMPLIANCE DIVISION • Santa Fe, NM • 2012 - 2016** **TAX AUDITOR III**

Conducted tax account audits of in-state and out-of-state corporations, businesses, and individuals and prepared and presented audit reports. Initially hired as Tax Auditor II and promoted to Tax Auditor III in 2014 for excellent performance and contributions to the department.

- Evaluated and interpreted tax accounting records and financial statements for determining compliance with federal and state laws, statutes, rulings, and regulations, and generally accepted accounting and auditing standard.
- Reviewed and analyzed accounting systems, accounting records, and third party documentation.
- Provided guidance, direction, and interpretation of statutes, regulations, and department policy to taxpayers.

#### **Notable Contributions:**

- Conducted audit projects, achieving award and performance recognition.
- Presented tax workshop for new business; received and placed phone calls from/to taxpayers on complex tax issues on a daily basis.
- Mentored beginner auditors as a team leader

**PEYOTE BIRD DESIGNS** • Santa Fe, NM • 2009 - 2012

**COSTING ASSOCIATE**

Reviewed and analyzed product cost and profit using company developed standard. Provided assistance with costing processes, inventory analysis, and cost accounting reporting.

- Recorded and maintained hundreds of sales orders in ERP System.
- Developed profit analysis formula for pricing of hundreds of high-end products, analyzed product profit, cost, and price. Recognized and received one brag box reward.

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## Education

**Master of Accountancy in Accounting**

TEXAS STATE UNIVERSITY • San Marcos, TX • Dec 2008

**Bachelor of Business Administration in Accounting**

TEXAS STATE UNIVERSITY • San Marcos, TX • Dec 2008

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## Awards & Honors

- Excellent Performance Recognition, New Mexico Taxation & Revenue Department, 2016
- Platinum Award for Performance, New Mexico Taxation & Revenue Department, 2015
- Certificate of Special Recognition for Providing Dedicated Service to Customers, State of New Mexico, 2013
- H. C. Vivian Memorial Endowed Business Scholarship, Texas State University - San Marcos, 2008
- Associated Student Government Scholarship, Texas State University - San Marcos, 2007
- University and National Dean's List Honors, Texas State University - San Marcos, 2008 & 2005

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## Computer Skills

Gen-Tax Software, Enterprise Resource Planning (ERP) System, and QuickBooks  
Oracle PeopleSoft Enterprise software-SHARE  
Microsoft Office Word, Excel, Outlook, PowerPoint, Pivot table, and Access