**[Staff Accountant Customer Service](https://www.postjobfree.com/resume/ad06b7/staff-accountant-bethesda-md-20811)**

**Location:**Bethesda, MD, 20811

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**Resume:**

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Results-driven ethical professional accountant with ten years of experience and a Bachelors of Science in accounting and an Associates in International business. I possess strong problem-solving and analytical skills that help me work efficiently in a team, with managment and independently. Authorized to work in the US for any employer

Work Experience

Staff Accountant

Keller Group - Hanover, MD

July 2023 to August 2023

• Keller hired me in July and management left and myself was suddenly without noticed let go of any problem with my new hire work training in August.

• I was hired for Project accounting, financial reporting.

• Updated project's budget & expenses, line items and obligated amounts on excel file, using current financials on the accounting system.

Accountant

Palmyra Stone - Fairfax, VA

May 2023 to July 2023

• Process and record accounts payable, receivables and payroll.

• Prepare and review quarterly & monthly tax estimates tax payments statements.

• Review proper billing for cost in payment application, change orders, invoices time and materials. Staff Accountant

Fairfax Realty - Fairfax, VA

March 2023 to March 2023

Short term Job as a Staff Accountant responsible for:

• Processing of accounts receivable transactions which includes daily and monthly client invoicing.

• Accurately coding of client invoices and maintaining communications with Senior Accountants leads within the company to perform current account reports per request of Owner CEO.

• Handling sensitive information in a confidential manner, with filing where it was requested to be filed by CEO.

Staff Accountant

Ross Management - Bethesda, MD

February 2022 to April 2022

• Verify that cost details are properly recorded and reconcile cost subledger to general ledger.

• Oversee and participate in the preparation of the monthly financial statements for assigned entities in accordance with GAAP.

• Assist in request for financial information from Senior Management. Prepare bank and other balance sheet account reconciliations.

• Create detailed journal entries and post them to the general ledger (GL) to track all income statements and expenses

• Handle all accounts payable and receivable on a daily basis to make sure each invoice and expense report is accurate

• Reconcile all business accounts to ensure our records match up and no transaction gets lost.

• Enter financial data into Yardi software, making sure all bills and invoices are filed correctly. Staff Accountant

Design Tech Real Estate Management-Home Development Company - Silver Spring, MD June 2021 to February 2022

• Process and record accounts payable, receivables and payroll.

• Review proper billing for cost in payment application, change orders, retainage, and supporting documentations.

• Verify that cost details are properly recorded and reconcile cost subledger to general ledger.

• Oversee and participate in the preparation of the monthly financial statements for assigned entities in accordance with GAAP.

• Assist in request for financial information from Senior Management. Prepare bank and other balance sheet account reconciliations.

• Record and reconcile inter-company transactions. Review individual properties for month end close.

• Analyze General Ledger Accounts – payments and accruals, etc.

• Prepare monthly spreadsheets to record payments rentals, accruals interests etc.

• Correct errors by posting adjusting journal entries Assist in budget preparation and required supporting documents.

• Accomplish the company mission by completing related duties timely and accurately Staff Accountant

Stanley Martin - Reston, VA

April 2014 to December 2015

• Responsible for the maintenance and control of various general ledger accounts and preparation of consolidated monthly financial statements and schedules.

• Reconcile general ledger and subsidiary accounts to ensure correct account classification and accuracy.

• Complete the monthly close for assigned entities, to include reporting and analysis.

• Prepare and update development budget proformas as assigned.

• In charge of Bi-weekly payroll processing and new hires.

• Conduct complex monthly actual and budget financial analysis. Contracts and Agreements Accountant

JSI Inc - Rosslyn, VA

October 2009 to December 2010

• Responsible for all R&T contracts and donor grants; by monitoring that money is both collected and spent as required by law and PO. One contract of which, was for a 15 billion dollars USAID grant.

• Self-motivated with the ability to interface well with internal and external customers

• Monitoring and entering all amendments (modifications) including changes to the project's period of performance (start & end dates), budget, line items and obligated amounts.

• Responsible for job cost tracking, project draw management, balance sheet reconciliations, processing bank draws, research, and communication with project managers on project status and payment approvals.

• Conduct complex monthly actual and budget financial analysis.

• Ensuring that all supporting documentation from international field offices is received for month end close and project monitoring.

• Track all projects expenditures against obligations or fixed price amounts on contacts.

• Calculate and invoice contracting fees and allocate payroll to projects.

• Records new or adjusted pay rates in Deltek

• Responsible for timely preparation of client bills in Costpoint and sending bills to clients according to the agreement terms.

• Assign general ledger project number and create chart of accounts for awards.

• Set up all new projects and PO to the projects in Costpoint.

• Communicate with the project's financial and administration manager to discuss any project closeout issues.

• Create and process all checks, EFT and international wires

• Reviews the status of outstanding payments due to JSI on a regular, monthly basis.

• Coordinated the bank drawdown, some projects funding is available through drawing down on a line of credit

Staff/Project Acountant

ANERA - Washington, DC

October 2007 to October 2009

• Full understanding of non-profit government contracting accounting and worked with external and internal auditors.

• Responsible for timely preparation of client bills and sending bills to clients according to the agreement terms.

• Demonstrated ability to exercise independent judgment in obtaining payments

• Responsible for all international projects, contracts and grants; by monitoring that money is both collected and spent as required by law.

• In-depth knowledge of handling payment arrangements for customers

• General accounting including accounts receivable, accounts payable, budgeting, payroll, job costing, allocating payroll to projects and general ledger posting.

• Full cycle payroll for both salaried and hourly employees

• Communicate with external clients and lenders to manage funding and draw requests, provide timely responses to questions and inquiries.

• Advise field offices on adjustments and approved field fund request

• Perform/review bank accounts/ charge accounts reconciliations for foreign and domestic accounts and assist with balance sheet reconciliations and other monthly internal management reports

• Process travel advances and travel expenses reimbursement

• Responsible for state and federal government's taxes.

• Communicate with the project's financial and administration manager to discuss any project closeout issues.

• Monitor USAID grants, review grants documents including subcontracts arrangements under the grant proposals for compliance with grant policies

• Receiving incoming disbursements and performing initial analysis to ensure invoices are in compliance with contract terms and authorization.

• Worked with lead on keeping up to date policies and procedures and design and implement new accounting/ human resource procedures

• Entering and tracking all restricted/ unrestricted donations

• In charged of all new employees enrollment and all human resource information

• Maintain binders of key projects, HR and accounting office information Staff Accountant

CACI International - Arlington, VA

January 2007 to October 2007

• Daily processing of high volume full cycle payroll for CACI Government contractors. Over five thousand contactors.

• Takes ownership of payroll issues, giving guidance & solving problems at the first point of contact whenever possible.

• Closed issues with CACI contractors payroll invoices, when others in AP unable to resolve and ensures effective hand off of escalated cases.

• Communicates effectively to customers and management on Payroll and company policy & procedures, providing education where necessary.

Education

BS in Accounting

Strayer University - Rockville, MD, US

2011

AS in International Business

Montgomery College - Rockville, MD, US

2011

Skills

• Expertise in Customer Service

• Microsoft Office

• Power Point

• Excel

• Access

• Lotus Notes

• Cognos Strong Communication Skills

• Analytical skills

• Knowledge of Foreign Currency and Field Offices Accounting Software Skills: QuickBooks

• Oracle

• CostPoint

• Deltek GCS

• SAP

• Paychexs

• FAPS Master

• ADP

• Timberline

• Sage/MIP

• E-Time

• Account Reconciliation

• Balance Sheet Reconciliation

• Financial Report Writing

• General Ledger Reconciliation

• Journal Entries

• General Ledger Accounting

• Financial Analysis

• Accounts Payable

• Bank Reconciliation

• Financial Statement Preparation

• Payroll

• Office Management

• Forecasting

• Accounts Receivable

• Business Analysis

• GAAP

• Tax Experience

• Accounting software

• Budgeting

• Accounting

• Cost Accounting Standards

• Microsoft Word

• Procurement

• Human Resources

• Project Management

• Bookkeeping

• Employee Orientation

• Microsoft Dynamics GP

• YardiMicrosoft Dynamics GP

• Profit & Loss

• Pricing

• Spanish

• Fluent

• English

• Fluent

• General ledger accounting

• Account reconciliation

• Accounting

• Balance sheet reconciliation

• Accounting software

• General ledger reconciliation

• GAAP

• Financial statement preparation

• Financial report writing

• Accounts payable

• Microsoft Dynamics GP

• Accounts receivable

• Sage

• Bookkeeping

• Payroll

• QuickBooks

• Analysis skills

• Budgeting

• Pricing

• Yardi

• Project management

• Project coordination

• Human resources

• Profit & loss

• Customer service

• Office management

• Research

• SAP

• Procurement

• Tax experience

• Business analysis

• Financial analysis

• Forecasting

Certifications and Licenses

Real Estate License