

# Kerri A. Garbus, CPA, CGFM

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## SUMMARY OF QUALIFICATIONS

- Licensed Certified Public Accountant and Certified Governmental Financial Manager.
- Have extensive knowledge of generally accepted accounting principles, operational accounting procedures, financial statement preparation and review, budget development and adherence, internal controls and regulatory compliance.
- Have a proven ability to effectively communicate and multi-task.
- Possess excellent technology skills; able to quickly learn and integrate accounting information systems.
- Have a diverse professional background; four years working in technical writing prior to accounting.

## EDUCATION

- Certified Public Accountant, Licensed in the state of Virginia.
- Certified Governmental Financial Manager.
- Certificate, Accounting, University of Virginia (2008). G.P.A. 3.6/4.0
- Bachelor of Science, Technical and Scientific Communication, James Madison University (2004). G.P.A. 3.4/4.0

## RELEVANT EXPERIENCE

### **Kearney and Company, PC, Alexandria, VA** **Senior Accountant** August 2009 - current

- Currently serving as a Senior Accountant on the cyclical financial audits of the Administrative Office of the United States Courts (AOUSC). Responsibilities include assessing the court units' compliance with AOUSC policies and procedures, determining if transactions are recorded properly, ensuring the accuracy of financial reports, and verifying the adequacy of internal controls.
- Manage the pre-audit request process and serve as point of contact for executive communication.
- Assist in the writing and editing of audit reports. Perform managerial review of reports.
- Worked as a Contractor to KPMG on an engagement with the U.S. National Science Foundation (NSF). Developed technical documentation pertaining to user functions in the NSF financial accounting software, and worked to preemptively address access control issues within NSF's accounting environment.
- Completed the monthly cash balance reconciliation of NSF's accounts in order to comply with Treasury requirements.
- Completed a weekly reconciliation of outstanding Intergovernmental Payable items and performed analysis and entry.
- Assisted in monthly, quarterly and annual closing process including creation and review of financial statements.
- Prepared the quarterly variance analysis on NSF's financials based on materiality thresholds.
- Prepared the detailed variance analysis of various line items on all major agency financial statements.

### **Accordia Global Health Foundation, Washington, DC** **Accountant** April 2008 - August 2009

- Responsible for day-to-day accounting tasks including general journal maintenance and the processing of accounts payable, accounts receivable, and disbursements.
- Perform end-of-month duties including reconciliations for bank account, credit cards and investments, accruals, and adjusting journal entries.
- Work closely with the Director of Finance in preparing long-range strategic plans and annual operating plans, budgets, and variance reports, for use by the board of directors.
- Create monthly financial statements and investment reports for use by the executive director and treasurer.
- Document financial information detailing assets, liabilities and restricted and unrestricted funds.
- Assist outside audit firm in the preparation of supporting schedules and compilation of information for annual financial audit.
- Draft and execute contracts for grant recipients and consultants.
- Created a system for maintaining subgrant contracts from drafting to payment.
- Developed and implemented controls over employee use of technology assets.
- Researched and implemented software for annual preparation and distribution of Form 1099.

## **OTHER PROFESSIONAL EXPERIENCE**

**Mortgage Bankers Association, Washington, DC**  
**Technical Writer - Instructional Designer**  
December 2007- March 2008

- Streamlined content update process for 10+ Web courses and developed design standards for the content team.
- Wrote and edited classroom-based courses for Mortgage Banking Certification.

**Computer Sciences Corporation, Chantilly, VA**  
**Technical Writer - Courseware Development**  
July 2007- November 2007

- Developed detailed project plans for timely completion of web-based training.
- Wrote and edited detailed project blueprints and storyboards for web-based training.

**webMethods, Fairfax, VA**  
**Technical Writer - Courseware Development**  
May 2004 - June 2007

- Wrote, edited and tested classroom training manuals and exercises.
- Managed and facilitated live monthly technical webinars with 50+ remote participants.

## **COMPUTER SKILLS**

- Quickbooks 2009
- Microsoft Windows and Linux Operating Systems
- Microsoft Word, Excel, PowerPoint, Outlook
- Adobe Acrobat, Dreamweaver, PhotoShop