

Kerri A. Garbus

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SUMMARY OF QUALIFICATIONS

- Successfully completed CPA exam; candidate for licensure upon completion experience requirement.
- Extensive knowledge of generally accepted accounting principles, accounts payable, accounts receivable, budget development and adherence, taxation issues and regulatory compliance.
- Over one year experience in accounting at an international non-profit with an annual operating budget of over eleven million dollars.
- Work daily with the Director of Finance in operational accounting tasks necessary to effectively run the organization.
- Have a proven ability to effectively communicate and multi-task.
- Possess excellent technology skills; able to quickly learn and integrate accounting information systems.
- Come from a diverse professional background; four years working in technical writing prior to accounting.

EDUCATION

- Passed CPA Examination, licensure pending upon completion of professional experience requirement. License no. VA4596516274.
- Certificate, Accounting, University of Virginia (2008).
- Bachelor of Science, Technical and Scientific Communication, James Madison University (2004).

RELEVANT EXPERIENCE

Kearney and Company, Alexandria, VA
Staff II Accountant
August 2009 - Current

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.

PROFESSIONAL MEMBERSHIPS

Member of the Virginia Society of Certified Public Accountants

COMPUTER SKILLS

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