

**Mary C. Reed**

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**Summary:** Twenty plus years of progressive accounting experience for firms with multiple-corporations and projects including five plus years of project accounting for government contractor.

**Accounting Experience in:**

General Ledger	Balance Sheet Reconciliations
Accounts Payable	Extensive Bank Reconciliations
Accounts Receivable	Variance Reports (actual to budget)
Payroll and related Reports>Returns	Sales Reports (daily/monthly/yearly)
Preparation of JV, Allocations, Accruals	Sales Tax Returns (monthly/yearly)
Preparation of Financial Statements	Internal/External Audits

**Project Specific Experience in:**

CPFF, T&M, & FFP Contract Billings	Using WAWF
A/R with Successful and Timely Collection	Calculating DBA premiums
Revenue Recognition, Billed and Unbilled	Preparing ROM's & Definitive Estimates
Interpreting Contract Billing Requirements	Preparing WBS
Preparing Project Funding/ Burn Report	Monthly closeouts
Preparing/Responding to DCAA Audits	Project closeouts

**Secret Clearance: Eligibility received 03/17/06 from DOHA - valid through 11/19/10**

**EDUCATION / TRAINING:**

BS - Organizational Management, Tusculum College, Greeneville, TN  
SAP R/3 Training - Project Accounting, Project Controls, and Project Billing  
Cost Accounting for Government Contracting and Procurement Process  
General Billing Procedures for U.S. Government Contracts including WAWF  
Government Compliance Training - billing, expense reports, and timesheets  
New Horizons Computer Learning Center - 200+ class time hours in 2003 Microsoft Excel, Word, Outlook, Power Point, and Access.

**EXPERIENCE / EMPLOYMENT**

**Lead Accountant – KBR (Kellogg, Brown, and Root), Arlington, VA (09/2004 - 02/2010)**

Supported multiple overseas government projects (CPFF, T&M, and FFP contracts) ranging \$30-50 million each in contract value.

Prepared and submitted client invoices and DD250's; using WAWF for CPFF. Analyzed cost on a daily basis; researching and making corrections as needed. Prepared and entered corrections, cost allocations and accruals. Prepared monthly billed and unbilled, revenue recognition, actual to budget variance, backlog, and ad hoc reports as requested. Prepared project funding and burn reports, tracking contract changes (MODS) in the process. Monitored and successfully collected A/R. Prepared and evaluated Estimates at Completion (EAC's). Prepared Definitive Estimates and Rom and participated in DCAA audits; collaborating closely with project and contract managers, project controls, procurement, compliance, and accounting/finance. Assisted in creating Work Breakdown Structures to meet billing requirements. Provided data for estimating and auditing DBA premiums.

Communicated efficiently with (1) project managers to give accounting and project control updates; (2) clients in regard to billing and tracking payments; and (3) corporate to provide financial reports and other information in regard to project progress.

**Accounting Manager - Accounting Solutions, Knoxville, TN (03/2004 – 09/2004)**

Temporary position as Accounting Manager for KELCO, Inc. while CPA was on Family Leave. Easily adapted to company systems and processes for overseeing accounting for three (3) IHOPS, eleven (11) CITGO Markets, and one (1) hotel. Responsibilities included general ledger, accounts payable, accounts receivable, payroll and reconciliation of bank accounts, gas purchases, and TN Lottery as required by law. Was offered positioned as full time Accounting Manager, but declined to accept another position.

**Accounting Manager - Summer Bay/RPM, Inc./ Sunterra, Inc., Gatlinburg, TN (07/1998 - 10/2003)**

Initially employed by Sunterra, Inc. as Controller for Bent Creek Golf Village Hotel and HOA. Oversaw payroll, accounts payable/receivable, daily record keeping, and prepared general ledger entries, financial statements, payroll reports, and sales tax returns. Transferred by Sunterra, Inc to RPM, Inc. in 1999 to support 5 resorts with yearly revenue of \$ 3 million each. Prepared financial statements for all 5 resorts. Reconciled extensive bank accounts with numerous deposits from multiple sources. Retained by Summer Bay Resort Management as Accounting Manager when they acquired management of resorts in November, 2001. As Accounting Manager supervised staff of two (2) for payroll, accounts payable, and accounts receivable. Prepared and posted journal entries to the general ledger, and reconciling cost to income statement and balance sheet. Prepared and presented Financial Statements to the HOA board.

**Office Manager/Bookkeeper - Open Hearth Restaurant, Inc., Gatlinburg, TN (06/1997 - 07/1998)**

Supervised staff of three (3) for payables, payroll, daily sales, and tracking inventory for four (4) corporations including the "Open Hearth Restaurant"; which generated \$5 million revenue yearly. For same corporations prepared monthly financial statements, monthly/yearly sales tax returns and monthly/yearly payroll returns.

**Office Manager/Bookkeeper - Eddies Heart and Soul Café, Sevierville, TN (06/1996 - 05/1997)**

Responsible for general ledger, payroll, payables, receivable and daily record keeping. Created and implemented controls for daily sales, deposits, and inventory.

**Office Manager/Bookkeeper - Smokey Mountain Food Services, Sevierville, TN(02/1993 - 05/1996)**

Supervised staff of three (3) for three (3) corporations averaging \$3-5 million in yearly revenue and \$2-3 million in payables per year. Managed and executed payroll for same three (3) corporations averaging 400 employees each per year. Prepared payroll related returns (FUTA, SUTA, 940, and W-2's) ensuring reconciliation to ledger. Prepared, reconciled and submitted all monthly, quarterly and yearly payroll and sales tax returns. Reconciled numerous extensive bank accounts. Developed and implemented internal controls for daily sales, purchasing and receiving. Prepared daily, monthly and yearly sales reports. Supervised two (2) software conversions for all accounting applications. Administered health and dental insurance for 450 employees. Managed Workers Compensation by submitting payroll estimates and assisting auditors. Compiled information for creating /generating company reports/testing manuals. Wrote correspondence to vendors, managers, and financial institutions for President of company.

**SKILLS and ATTRIBUTES:**

Proficient in Excel, Word, and Outlook  
Proficient in SAP GL, Billing Extraction  
Strong Problem Solving Skills  
Strong Communication and Organization Skills  
Administrative Skills

Work well with others  
Dependable  
Honest  
Optimistic  
Detail Oriented/Analytical

[References available upon request](#)