

KERRI L. COOK

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SUMMARY

I have 24 years of experience in the accounting field however my passion has always been for animals. I have two wonderful four legged children, Zeus (a German Shepard mix) and Sophie (Cavalier King Charles Spaniel). I have had many pets throughout my life and believe that they are a key importance in life's happiness.

EXPERIENCE

Mar 09 - Current

Stoddard & Welsh, Dallas, TX

Office Manager/Controller (Multiple companies)

- Accounts Payable/Accounts Receivable
- Monthly bank reconciliations, financials, billing
- Complete TWC, 941 Quarterly Reports, Annual 940
- Work with CPA regarding tax returns
- Assist with paralegal work
- Perform all human resource duties including IT management

May 04 – Mar 09

ESS, Dallas, TX

Controller (Multiple Companies)

- Manage Billing Department
- Oversee Accounts Payable/Accounts Receivable
- Collections from clients
- Daily cash assessment
- Monthly bank reconciliations, Gross Profit Report, financials
- Work with CPA regarding tax returns
- Assist legal counsel
- Perform all human resource duties including IT management

Jun 00 – May 04

Confidential, Dallas, TX

Office Manager/Full-Charge Bookkeeper (for 2 Companies)

- Accounts Payable/Accounts Receivable
- Monthly bank reconciliations, financials, billing
- Complete TWC and 941 Quarterly Reports & annual 940
- Work with CPA at year-end for tax returns
- Update corporate books of clients
- Assist with paralegal work
- Schedule all court appointed mediations
- Perform all human resource duties including IT management
- Order office and kitchen supplies