



## Kelly Wynkoop

### Qualifications Summary

Senior Accounting Manager and Business Development Specialist with over 15 years of experience overseeing development and implementation of improved operational and reporting processes. Adept at working directly with C-level executives to promote accuracy and transparency of fiscal controls.

### Core Expertise

Financial Management • Regulatory Compliance • Accounting Procedures • Process Automation • Taxation Procedures • Reporting Processes • Project Management • Operations Optimization • Business Development • Vendor Relations • Team Leadership • Customer Service • Audit Procedures • GAAP Guidelines

### Professional History

ASP	Consultant	2019 - Present
Interlogic	Business & Accounting Manager	2019 - Present
Bardy Diagnostics	Senior Accountant	2016 - 2019
Computer Power Services	Controller	2015 - 2016
Sicklesteel	Director of Finance	2014 - 2015
Wynkoop Accounting	Owner & Director	2004 - 2015

### Accomplishments

- Prepared financial statements, run rate and cashflow schedules, payroll, reconciliations, state and local tax filings.
- Oversaw business registrations and tax filing for commercial operations across multiple states.
- Trained and supervised employees regarding financial reporting practices and regulatory requirements, demonstrating order fulfillment and shipment prioritization processes.
- Managed monthly closing processes for multiple corporate entities, working to optimize cash flow management and accounts receivable procedures while overseeing state, local, and payroll taxes.

### Education / Licenses

- Bachelor Degree – Accounting, City University of Seattle

### Software

Intacct • Intuit • Sage 50 • Concur • SuperForm • ADP • NetSuite • Salesforce.com • MS Office • Google Docs • Slack