**GLENDA HOLBROOK**

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**OBJECTIVE:** To obtain a position in the Accounting field

**SUMMARY OF QUALIFICATIONS**

* Financial Statements
* Month End Closing
* Analytical Skills
* Supervisor
* General Journal Entries
* Reconciliation of Ledgers and Bank Accounts
* Maintain Fixed Assets
* All Areas of Payroll
* Tax Knowledge
* Forecasting
* Operational Summaries
* Budgets
* Efficiency with Microsoft Office
* All Areas of Accounts Receivable
* All Areas of Accounts Payable

**EDUCATION**

Washington State University Vancouver

* Bachelor of Arts in Business Administration

Major in Accounting

Overall GPA 3.62 Ready to sit for CPA Exam

**EXPERIENCE**

***Divisional Accountant***  Longview, Washington

Interfor US March 2016-Present

* Prepare Weekly Forecasts
* Prepare Monthly Operating Summary
* Analysis of Financial Statements
* Reconciliation of All Accounts in Balance Sheet
* Yearly Budget
* Variance Comments
* Month End Closing
* General Entries
* Daily Production Reports
* Weekly Production Reports
* A/P Approval
* Supervisor
* Work with Auditors

***Staff Accountant*** Chehalis, Washington

Valley View Medical Clinic May 2015-March 2016

* Prepare Journal Entries and Accruals for Month-End-Closing
* Daily Revenue Reconciliation for Clinics
* Payroll for 150+ Employees
* Payroll Taxes
* Retirement and HSA Accounts
* W2’S
* Grant Reconciliations
* Maintain Ledgers

***Staff Accountant*** Longview, Washington

Columbia & Cowlitz Railway LLC March 2011-May 2015

* Fixed Assets and Financial Statements
* Prepare Journal Entries and Accruals for Month-End-Closing
* Prepare Federal Quarterly Payroll Reports
* Performed Daily Cash Management Activities including recording and reconciliation of fund transfers such as lock box and bank wire.
* Reconciled all Revenue for 5 Railroads
* Received, sorted, coded, and prepared payable vouchers
* Interpreted Contracts and Entered terms and pricing in Railroad Management System
* Daily/Monthly Bank and Cash Reconciliation
* Processed payroll, W’2, and 1099’s

***Accountant***  Toledo, Washington

Wallace Rock Products, Inc. 1992-March 2011

* Completed General Journal Entries and Reconciled Accounts
* Maintain Accurate Accounting Records and Reconcile any Errors
* Prepared Financial Statements
* Payroll
* Maintained All Assets and Depreciation Schedules
* Prepared Federal and State Quarterly and Annual Reports