

Peggy C Keen

Online Resume

Skills

- o More than 25 years accounting experience.
- o Master Level knowledge of QuickBooks.
- o Seasoned accounting skills, with ability to adapt to the job at hand.
- o A self starter, who works well without supervision.
- o Honest, highly motivated, in or out of the box thinker and problem solver.
- o Proven ability to meet deadlines and multi task.
- o Comfortable working in a fast paced environment.
- o Notary commission from Commonwealth of Virginia.

Education

2 years Corporate Accounting Internship, Max Willard Accounting.
A.A.S., Accounting, Cum Laude, Southwest Virginia Community College.

Relevant Experience

Proven ability to:

- o Analyze financial information and prepare financial reports.
- o Meet all filing deadlines for the business.
- o Make full use of current computer technology.
- o Quickly learn new software programs.
- o Computer Savvy.

Employment

Tax Preparation. Various clients. Work from Home.

- o Yearly filings of a small number of forms: 1040, 1065, 1120, 1120S.
- o Bookkeeping consultation, as needed, for JIF Palletts, LLC.

*2004-
Present*

Admin-Analyst, Accounting III, EMATS, Inc., Cedar Bluff, Virginia.

- o A Company-wide admin title change.
- o Currently functioning as A/P clerk, Salary payroll clerk as well as helping with HR duties, in addition to my regular duties.

*October
2012-
January
2015*

Controller, EMATS, Inc., Cedar Bluff, Virginia.

- o Researched and implemented new accounting software.
- o Consistently met deadlines while demonstrating strong analytical and problem-solving skills to achieve corporate objectives.
- o Interpret information and implement necessary procedures to maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the organization.
- o Established electronic accounts for filing and payment of the numerous state and federal tax reporting requirements.
- o Communicated with the CPA firm to produce complete and accurate records at the year end, in order to meet necessary tax reporting requirements and deadlines.
- o Responsible for all necessary payroll and sales tax filings and payments.

*September
2010-
October
2012*

Accounting Analyst, EMATS, Inc., Cedar Bluff, Virginia.

- o Begin to analyze what had been done for previous year, while becoming familiar with a new accounting system.
- o Performed forensic analysis and made necessary corrections to bring books current.
- o After three and one half months, was promoted to Controller.

*May
2010-
September
2010*

- Group Controller, 7 Corporation/Dove Ridge of Alabama, LLC/Dove Ridge Properties, LLC/Speedway Sales, LLC/ Richardson Motorsports, Doran, Virginia.**
- o Full charge bookkeeper.
 - o Analyze financial information to maintain proper financial records for a multiple entity organization.
 - o Interpret information and implement necessary procedures to maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the appropriate organization.
 - o Communicated with the CPA firm to produce complete and accurate records at the year end, in order to meet necessary tax reporting requirements and deadlines.
 - o Consistently met deadlines while demonstrating strong analytical and problem-solving skills to achieve corporate objectives.

*June
2008-
April 2010*

Controller/Business Accounting Manager, Modern Sales & Service, Grundy, Virginia.

- o Full charge bookkeeper.
- o Responsible for accurate preparation and timely submission of monthly financial statements for General Motors and Chrysler Corporations.
- o Point of contact for GMAC and Chrysler Dealer Connect, various financial institutions, and vendors.
- o Network Administrator of Dealership Management System.
- o Managed online DMV Registration. company payroll with cafeteria plan.

*July
2004-
June 2008*

Controller/Business Accounting Manager, Rife Chevrolet, Inc., Grundy, Virginia.

- o GM certified Business Accounting Manager.
- o Responsible for accurate preparation and timely submission of monthly Financial Statement to General Motors.
- o Responsible for company payroll; set up cafeteria plan.
- o Became Network Administrator of Dealership Management System.
- o Established company participation in DMV Online Registration.
- o Full charge bookkeeper.
- o Oversaw office supply procurement.
- o Maintained business cash flow.

*July 2001-
July 2004
(Rife's
was
bought
out by
Modern
Sales.)*

Corporate Accountant, Max Willard Accounting, Oakwood, Virginia.

- o Trained and worked in all areas of Computerized Bookkeeping/Tax Preparation for Business Clients.
- o Created Excel Spreadsheets to compile and track various types of data for different client's functions, as well as internal office procedures.
- o Maintained general ledgers for Corporations, Partnerships, and Sole Proprietorships.

*Jan 1997-
Aug 2001*

Accounting Clerk, Kermit Fuller Associates, Grundy, Virginia

- o Computerized "shoe box" client information.
- o General office duties, including payroll.

*Jan 1996-
Nov 1996*

Previous, Up to this point in my career, I worked off and on as a bookkeeper for a gas/service station and a coal truck hauling business. As well as being a professional seamstress.

References

- o Available upon request.