

# Angela M. Cap

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## PROFESSIONAL SUMMARY:

Highly organized, detail-oriented, and self-motivated professional with experience in accounting, budgeting, and financial analysis. Ability to prioritize and accomplish complex tasks in a timely manner.

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## EDUCATION:

Colorado State University- Global Campus

Bachelor of Science in Accounting

*Specialization in Human Resources & Organizational Development*

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## EXPERIENCE:

### Cap Consultants, Remote, Centennial, CO

*Formerly Keep The Books*

*Owner/Founder*

*September 2019- Current*

- Provide Accounting services for various businesses ranging from 500k to 12M in revenue.
- Create, implement and executing AR/AP, payroll, month end processes for each individual company.
- Oversight of on-site accounting team for three clients to review for accuracy, field daily/weekly questions and ensure procedure being followed.
- Work with client's CPAs to complete audit field work, year-end review and prepare financials for taxes.

### Just Associates, Inc., Remote, Denver, CO

*Senior Staff Accountant*

*January 2019- September 2019*

- AR/AP, month-end reconciliations, payroll processing through Paychex.
- Improved revenue recognition workbook to include seamless calculations and variance checks to ensure accuracy.
- Financial analysis and prepare financial package for executive team, present on month end including variances.
- Primary role in FY 2018 Audit.
- Assisted in acquisition integration to Harris Data Integrity Solutions, June 2019- September 2019.

### Accountingprose, Virtual, Denver, CO

*Super Hero Accountant*

*March 2018- September 2018*

*On-boarder/Controller*

*September 2018-January 2019*

- Sole Accountant for 13 small businesses; AR/AP, Payroll processing through Gusto, financial analysis.
- On-board new clients; clean up books then create procedures based on each client's needs and business operations.
- Controller; review expenditures and revenue recognition to ensure accuracy of accountant's monthly work.

### IMMI (Indiana Mills and Manufacturing, Inc.), Westfield, IN

*Accounts Receivable Supervisor/Accountant*

*April 2016- March 2018*

*Staff Accountant*

*July 2014- April 2016*

#### **Budgets:**

- Considerable knowledge of the principles and practices of budget formulation, evaluation and execution.
- Led the 2017 and 2018 budget including salary and FTE analysis, review of global manufacturing product location, review year over year overhead and general administration expenses and their relation to revenue and organizational changes.
- Compiled and analyzed manager inputs for data accuracy and trends to determine if further research is needed to complete the budgeting process.
- Collaborated with staff across global operations to acquire data sources and resolve problems with missing and/or unclear budget information.
- Presented budget data to executive management teams in a clear and concise manner.

#### **Financial Reporting & Analysis:**

- Prepared and analyzed financial statements.
- Created ad-hoc reports to present data to executive management teams.
- Provided a summary of KPI that affected the financial statements and would affect forecasted data.
- Completed analysis on labor, revenue fluctuations and organizational expenditures.

**Accounts Receivable:**

- Managed all global operational functions related to accounts receivable.
- Implemented strategic thought to collection efforts resulting in a 3% reduction of the past due invoices and chargebacks aging balance.
- Reviewed customer DNBI, set and manage global credit limits and terms.
- Provided analytical data on customer accounts to improve sales team negotiation.
- Resolved EDI invoicing errors by working with buyer and customer's EDI team to improve DSO.

**General Accounting:**

- Prepared journal entries for accruals, amortizations, account reconciliations and account discrepancies.
- Completed accounts receivable/accounts payable transactions.
- Input capital expenditure projects, capitalize assets when placed in service, and reconcile fixed assets and depreciation.
- Maintained and oversee global cash management policies, procedures and reconciliations.
- Treasury services; wire, ACH, positive pay payments.
- Prepared and filed sales & use taxes, excise taxes or other required tax filings in various states.
- Developed and implemented accounting procedures by analyzing processes and recommending improvements.
- Corporate accounting liaison for foreign locations ensuring accounting practices are in line with corporate practices and concurrently abiding by their local government accounting practices.

**Other Projects:**

- Assisted with two acquisition integrations: Budget, AR, customer set up, cash management, order management, and reconciliation processes.
- Took a lead Role in 2016 annual audit, working directly with auditors and staff to ensure efficient and timely audit.

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**SOFTWARE:**

- MS Office (Excel, Word, PowerPoint) and Google Sheets
- Oracle, Xero and QuickBooks Accounting Software
- OBIE, Discoverer, EDI
- Gusto, ADP, Paychex Payroll

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**VOLUNTEER WORK:**

Colorado Bombers Baseball Club, Aurora, CO

*August 2021- August 2022*

- Treasurer, complete team billings, cash management and fundraising

Mustangs Foundation, Westfield, IN

*January 2017-May 2018*

- Work with Members and volunteers to organize, plan and budget for fundraising event.
  - Annual golf event, 2017 & 2018

Hamilton County Area Neighborhood Development, Inc., Noblesville, IN

*April 2014- May 2015*

- Work with team to organize, plan and budget for fundraising events
  - First annual golf event Putt N' Par for HAND, 2014
  - First annual Casino Night, 2015