



## KELLI STINNETT

CERTIFIED PUBLIC ACCOUNTANT

### CERTIFICATIONS

CERTIFIED PUBLIC ACCOUNTANT  
OCTOBER 2015 (ACTIVE)

### CONTACT INFORMATION

1236 Corman Lane  
Nicholasville, Kentucky 40356  
T 859.545-2888  
E kelli@CTK-LLC.com

### SKILLS & ABILITIES

- ◆ Full Charge Bookkeeping
- ◆ Payroll Processes, Regulations and Required Tax Payments and Filings
- ◆ Individual and Corporate Income Federal and State Tax Returns
- ◆ Audit, Reviews and Compilations
- ◆ Financial Statement Preparation with Required Disclosures
- ◆ Internal Control Evaluation and Implementations
- ◆ Budgeting and Evaluating to Actual Performance with additional recommendations for improvement

### COMPUTER SKILLS

- ◆ Microsoft and MAC platforms
- ◆ Adobe Suite
- ◆ Microsoft Excel, Word, and PowerPoint
- ◆ QuickBooks Desktop and Online
- ◆ Sage 50
- ◆ Engagement CS
- ◆ Lacerte
- ◆ Protax Connect

## Professional Accounting Experience

### Subcontract Certified Public Accountant

December 2019-Present

- ◆ Full charge bookkeeping including accounts payable, accounts receivable, and general ledger maintenance
- ◆ Full cycle payroll including payment to employees, tax payment and report submission, and benefit maintenance and payments
- ◆ Participation and assistance in external Financial Statement, Federal, State, Employee Benefit plan and insurance audits
- ◆ Software migrations from one accounting platform to QuickBooks
- ◆ Recognition and corrections of general ledger errors and/or abnormal balances
- ◆ Cash flow management and recommendations
- ◆ Assistance and management of Federal, State, Local and Private Donations and Grants
- ◆ Recommendations for tax strategy and entity setup
- ◆ Preparation of Personal, Business and Corporate Tax Returns
- ◆ Preparation and assistance with entity Budgets and tracking progress
- ◆ Preparation of Comparative Financial Statements and custom reports for management
- ◆ Provide applicable staff training on accounting process and platform
- ◆ Classification and management of restricted funds for not for profit organizations

### Accounting Manager/ Controller

Michel Electric, LLC

April 2015-December 2019

- ◆ Verify the completeness, accuracy, and timeliness of weekly payroll process
- ◆ Compile weekly time and material invoicing and progressive billing. Monitor aging accounts receivables balances and factored accounts receivables accounts and confirm timely payments.
- ◆ Assure that company is compliant with Federal, State and Local taxing laws and regulations.
- ◆ Review and maintain general ledger account balances. Monthly reconciliation of assets and current liability accounts.
- ◆ Assemble weekly Profit and Loss statements for owner review. Provide explanation to any material variations from previous week performance.
- ◆ Compile monthly, quarterly, and annual financial statements with comparative analysis of previous period. Perform analysis of company performance and investigate any material difference from previous period or projections. Provide management with results of analysis and recommendations for improvement.
- ◆ Prepare sales projections by analyzing historical data, research current industry market trends, and secure upcoming purchase orders.
- ◆ Produce annual budgets and compare monthly to actual results. Provide management with clarification of material deviations and propose methods to improve current operations.

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- ◆ Conversion of accrued financial statements to tax basis for completion of annual corporate and owner personal tax returns. Completion and submission of tax returns to Federal, State and Local taxing authorities.
- ◆ Develop, maintain, and audit financial internal controls in accordance with company policies and procedures.
- ◆ Provide leadership, training, and support to accounting department staff and to the company's overall strategic planning staff.

**Staff Accountant**

Summers, McCrary, &amp; Sparks, PSC

July 2014 to December 2014

- ◆ Member of Audit team in government, not for profit and governmental (school board) audits where responsibilities included test of internal controls, confirmation of the accuracy of account balances of cash, inventory, accounts payable, accounts receivable and revenue/expenses.
- ◆ Annual Reviews and monthly compilations for not-for-profit clients as well as the preparation of payroll information and submission of federal, state, and local tax forms.
- ◆ Assisted senior partners in the preparation of government audit client's financial statements which included conversion from fund financial statements to Government-wide Financial Statements and ensuring the accuracy and presence of required disclosures.

**Accountant**

Rapid Repairs and Fine Jewelry

February 2013 to December 2014

- ◆ Monitor and plan financial conditions by means of budgeting, preparation of schedules, and What-if analysis; communicating and assisting management in business decisions.
- ◆ Compiled and ensured accuracy of financial statements by input of financial data into accounting software and reconciling accounts, maintained internal control over cash by reconciliation of deposits to daily sales report.
- ◆ Conduct payroll on a biweekly basis; preparation and payment of quarterly payroll taxes and end of the year reconciliation; communication with vendor and regulatory agency regarding accounts payable and payroll.

**Payroll/Human Resource Coordinator**

United States Dressage Federation

March 2014 to July 2014

- ◆ Maintenance of all matters that encompassed personnel recruitment, retention, training, benefits, reviews, and ensuring adherence by personnel to human resource company policies and procedures.
- ◆ Submission of payroll information to ADP for 30+ employees on a biweekly basis, inputting of payroll information into accounting program and reconciliation of payroll and benefit accounts.

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**Staff Accountant**

Stark Tax and Accounting

November 2011 to February 2013

- ◆ Create and enter journal entries into accounting software journal entries derived from client provided source documents and reconcile general ledger to sub ledgers, prepare financial statements for 20+ clients monthly and 30+ on an annual basis
- ◆ Assist partners in IRS audits through research and organization of proper documentation and assist clients in new business setups with governing agencies and licensing applications.
- ◆ Solely responsible for the audit of an automotive dealership resulting in the possible prosecution of a previous employee as well as the reimbursement of funds, due to several overcharges by the organization's financial institution.

**Education****Master Degree in Business Administration with concentration in Accounting**

Sullivan University - Lexington, KY

June 2014

**Bachelor Degree in Business Administration with concentration in Accounting**

Sullivan University – Lexington

June 2011

**Associate Degree in Science in Computer Graphic Design**

Spencerian College- Lexington

June 2006

**References**

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(Available Upon Request)