



Kelly Wynkoop

Qualifications Summary

Senior Accounting Manager and Business Development Specialist with over 15 of 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

Accounting Solutions Partners	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

- 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.
- Founded and managed Wynkoop Accounting, Inc., serving hundreds of clients with their accounting, bookkeeping, payroll, and tax needs for over ten years.
- Built an improved cashflow schedule supporting Quickbooks AP and AR data import, resulting in high degree of cashflow visibility and reducing preparation time from eight to two hours weekly.
Developed training system to help non-accountants understand the basics of double-entry accounting concepts allowing them to better serve their role as bookkeepers for their employers.
- Implemented new accounting systems, including system migrations resulting in better financial information to management.

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