

Kelvin T. Stansberry

Objective

Continuing career development in an accounting function within a progressive company with an outstanding information systems department. I have a strong interest in information systems and web design. I'm currently pursuing a graduate degree in management information systems at Nova Southeastern University.

Experience

1996-2002 Colorado Department Of Transportation Denver, CO

Accountant III

- Reconcile numerous balance sheet accounts with balances ranging from \$5,000 to in excess of \$1,000,000.
- Manage General Ledger Section staff of seven people.
- Provided technical assistance in the development of an automated reconciliation of the Department delinquent accounts receivable with State Central Collections. Implementation of the automated process decreased the amount of time required to reconcile the delinquent accounts from three weeks to a couple of days and allowed for a monthly rather than a quarterly reconciliation.

1994-1996 Colorado Department Of Transportation Denver, CO

Accountant II

- Prepared monthly and annual financial statements for the Department. Also prepared adhoc financial reports using Structured Query Language (SQL) and a SYBASE data warehouse.
- Prepared annual indirect cost, payroll additive rate, and grant ratios for billing administrative and overhead costs to the Federal Government.

1992-1994 Colorado Department Of Social Services Denver, CO

Accountant II

- Accounted for the Child Care Development Block Grant which was awarded annually for an overlapping four year period in the amount of \$10,000,000.
- Reconciled County Child Care Cost Reimbursement Payrolls and recorded eligible costs against the participating grants in the accounting system.

1989-1992 Colorado State Auditors Office Denver, CO

Auditor I

- Conducted financial and performance audits of State agencies.

Education

2003- Nova Southeastern University Ft Lauderdale, FL

- Accepted into the Management Information Systems Masters Program January, 2003.

1984-1988 University Of Colorado Colorado Springs, CO

- B.S., Business Administration with emphasis in Accounting.

Technical Skills

Lotus 1-2-3, Excel, TurboTax, Word, Outlook, Access, Power Point, Internet Explorer, Harvard Graphics, SQL, HTML, JavaScript, DreamWeaver, Quark Xpress 4.1, Adobe Acrobat, Photoshop, Photo Impact, Adaptec Easy CD Creator 5.0, Winfax Pro, Canonfile DR 3010 digital record storage machine, ten key adding machine.