

Kerri Garbus, CPA

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SUMMARY OF QUALIFICATIONS

- Professional experience in general ledger accounting, financial reporting, budget development and analysis, internal controls Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and policy and regulatory compliance.
- Strong track record of building and maintaining client relationships.
- Proficient in Microsoft Excel, Quickbooks and SAP.

CERTIFICATIONS AND EDUCATION

- Certified Public Accountant, licensed in the state of Virginia
- Certificate, Accounting, University of Virginia
- Bachelor of Science, Technical and Scientific Communication, James Madison University

RELEVANT EXPERIENCE

Court Administrative Services, LLC

Lexington, KY (Remote)

Internal Audit and Internal Controls Consultant

February 2016 – Current

- Provide internal control consulting for the Federal Judiciary. Work with court units to assess current environment, analyze areas of risk, and develop process improvements or compensating controls to ensure compliance with GAAP and relevant policy.
- Conduct annual internal control reviews for the Federal Judiciary. Perform risk assessment, manage sample selection, perform fieldwork of high-risk areas and remotely manage and review staff work to ensure a comprehensive financial statement and compliance audit.
- Perform review and revision of existing internal control manuals. Develop and document client-specific internal control policies and guidelines.

Liberty Source, PBC

Hampton, VA

Manager of Expense and Fixed Assets Accounting

2015 –2016

- Managed twelve expense and fixed asset accountants in the support of AOL's general ledger accounting.
- Led the accounting teams from a 70-75% monthly success rating to a 98% monthly success rating within two months.
- Managed monthly expense close process for eleven functional expense areas to ensure proper expense and revenue recognition.
- Performed income statement and balance sheet account reconciliation and variance analysis.
- Spearheaded effort to improve upon existing procedure documentation and document new processes.
- Worked with senior management to develop measurable benchmarks and ensure compliance with existing contractual agreements.

Kearney and Company, PC
Manager
2009 – 2015

Alexandria, VA

Administrative Office of United States Court (AOUSC) Audit

- Assessed compliance with policies and procedures and Generally Accepted Government Accounting Practices, ensuring the accuracy of financial reports, and verifying the adequacy of internal controls.
- Managed and trained audit team of staff and senior accountants
- Managed the pre-audit request process and served as the point of contact for executive communication.
- Developed audit plans based on risk assessment.
- Performed managerial review of workpapers and audit reports.
- Presented audit findings and recommendations to federal judicial executives and federal judges.

National Science Foundation (NSF) Accounting Support

- Assessed internal control deficiencies and gaps within the NSF financial accounting software, and worked to preemptively address access control issues within NSF's accounting environment.
- Completed the monthly cash balance reconciliation of NSF's accounts in order to comply with U.S. Treasury requirements.
- Completed a weekly reconciliation of outstanding Intergovernmental Payable items and performed analysis and entry.
- Prepared the quarterly variance analysis on NSF's financials based on materiality thresholds.
- Prepared the detailed variance analysis of various line items on all major agency financial statements.

Accordia Global Health Foundation
Accountant
2008 – 2009

Washington, DC

- Managed all general ledger accounting including the processing of accounts payable, accounts receivable, and disbursements.
- Performed end-of-month duties including reconciliations for bank accounts, credit cards and investment accounts; calculated and posted accrual journal entries and adjusting journal entries.
- Produced monthly, quarterly and annual reports including statement of financial position, statement of activities and statement of functional expenses.
- Worked with the Director of Finance in preparing long-range strategic plans and annual operating plans, investment analysis, budgets, and variance reports.
- Created and maintained internal control procedures and financial training manuals.
- Drafted and executed contracts for grant recipients and consultants.
- Created a system for maintaining subgrant contracts from drafting to payment.
- Developed and implemented controls over employee use of technology assets.
- Assisted outside audit firm in the preparation of supporting schedules and compilation of information for annual financial audit.
- Managed process for annual preparation and distribution of Form 1099.

OTHER PROFESSIONAL EXPERIENCE

Technical Writer
2004 – 2008