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## Britany N Kaiser

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### PROFESSIONAL PROFILE

CPA and MBA offering over 10 years of experience holding senior accounting positions in a variety of industries. Extensive experience developing robust processes to complete accounting workflows efficiently and accurately. Strong background in GAAP, internal controls, and both internal and external financial statement preparation.

### PROFESSIONAL EXPERIENCE

Bleyhl Farm Services

*Controller*

May 2019 - June 2022

#### Achievements:

- Led accounting team through conversion of enterprise management system
- Created efficient monthly/quarterly/annual close procedures
- Improved account reconciliation and support for key general ledgers

#### Responsibilities:

- Manage accounting team of 3 including Accountant, Accounting Assistant and AP Specialist.
- Assist CFO with cash management of the company and credit and collection decisions.
- Work with Accountant to complete monthly reconciliation of accounts, book accruals, and close the GL.
- Various monthly and quarterly reporting including fuel reports and excise taxes.
- Work with departments to improve processes over inventory receiving and reconciliation.
- Investigate and resolve any questions from management concerning financial statements and margins.
- Manage the year-end audit process to ensure all necessary information is provided to auditors.

Wycoff Farms and Coventry Vale Winery

*Assistant Controller*

April 2015 - 2019

#### Achievements:

- Developed and documented operating procedures for key accounting workflows
- Developed and distributed internal management reporting systems for business line managers
- Created efficient monthly/quarterly/annual close procedures for several related entities
- Improved annual bottom-up budgeting process for various business lines

**Responsibilities:**

- A/R – Supervise AR Manager, reconcile AR and cash receipts on a monthly basis. Monitor receivables and follow up with late paying customers
- Assist Managers with budgets; prepare custom reports; assist with special projects, tasks, and assignments as needed
- Assist Controller with budget process, monthly GL reconciliations and closings, and quarterly and year end reports and projects as assigned
- Monitor and record all bank activity. Upload and approve various AP and payroll files to bank.
- Prepare all debt and lease payments. Record all new debt. Reconcile all loans to GL and prepare short term and long-term debt and lease schedules.
- Prepare and submit monthly excise tax reports for 3 entities.

Yakima County Treasurer's Office

*Accounting Manager*

2012 – 2013

**Responsibilities:**

- Supervise daily activities of staff members as well as special projects in the Accounting Division of the Treasurer's Office.
- Work closely with Tax Division Manager to ensure all property tax payments are processed and posted on a daily basis.
- Check daily cash balances of over 300 funds to ensure funds are available for next day warrant and investment activity.
- Input daily investment and withdraw requests to and from the investment pool from districts and departments.
- Prepare and audit journal entries for account number corrections and payroll entries for schools and fire districts.
- Perform daily and month end balancing process of the investment pool and balance cash and investments to the general ledger.
- Run nightly allocation processes to distribute current day collections to all the funds and run all nightly reports to balance daily cash activity.
- Maintain automatic tax payment database of over 500 parcels and prepare semiannual tax payment files to post to the bank and the system.
- Assist Financial Specialists with any issues involving cash till balancing, warrant issue, accounts payable, etc.

**EDUCATION**

**2008,**

University of Alaska Anchorage

B.A. Business Administration, Accounting

**2010**

University of Alaska Anchorage

Master of Business Administration, General Management