

KATHRYN ROSS

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PROFESSIONAL SUMMARY

Finance and accounting professional with experience supporting CFO-level operations, daily cash and sales reconciliation, bank deposits, fixed asset accounting, invoice processing, account reconciliation, month-end close, financial reporting, and compliance. Master of Science in Accounting candidate with prior experience administering financially complex government and commercial contracts.

CORE FINANCIAL SKILLS

Cash & Sales Reconciliation | Bank Deposits | Month-End Close | Financial Reporting | Account Reconciliation | Fixed Asset Accounting | Invoice Processing | Petty Cash | Variance & Discrepancy Review | Internal Controls | Journal Entries | Microsoft Excel | Sage | FAR/DFARS Compliance

PROFESSIONAL EXPERIENCE

VROMAN'S BOOKSTORE

Pasadena, CA

Administrative Assistant to the CFO | Accounting Department

Jan 2025-Present

- Process and reconcile daily sales activity for two store locations, balance sales detail and other tenders, prepare daily bank deposits, and complete Cash Desk month-end closing procedures.
- Prepare accounts receivable deposits, post customer payments, balance and file daily A/R transactions, and process miscellaneous house-account adjustments.
- Prepare and mail monthly customer statements, manage returned checks from initial entry through collection and payment, and maintain supporting account documentation.
- Administer COOP claims by entering and tracking claims and applying payments; assist customers and staff with house-account questions, restricted accounts, and accounts on hold.
- Manage house-account collections, including account-hold correspondence and Experian reporting, and establish new accounts with complete files and customer communications.
- Review Sales and Receipts Summary Reports, document and correct cashier errors affecting A/R and other transactions, and resolve tax, gift certificate, and tender discrepancies.
- Track more than 2,000 fixed assets valued from \$100 to \$200,000, overseeing additions and disposals to maintain accurate accounting records.
- Process approximately 10 invoices monthly, reconcile accounts, balance petty cash, prepare reimbursements, and reconcile postage stamp and coupon activity.
- Support the CFO with accounting documentation, reporting, and compliance monitoring, including quarterly PCI scans; administer the Performance Points Program for approximately 200 employees.

SMOKE GUARD CALIFORNIA

Santa Fe Springs, CA

Contract and Insurance Administrator

Jan 2019-Dec 2020

- Reviewed construction subcontracts and purchase orders for CFO approval, evaluating contractual, financial, and insurance requirements before execution.
- Managed subcontractor insurance documentation and maintained compliance records to support financial and operational risk controls.

PARSONS

Pasadena, CA

Contracts Analyst

Jan 2007-Dec 2008

- Administer assigned government and defense contract provisions through closeout, ensuring contractual requirements and deliverables are met in compliance with FAR/DFARS.
- Prepare and issue contractual correspondence to contractors and stakeholders, including letters, notices, responses, approvals, and requests for interpretation.
- Advise project teams on contract positions, resolve day-to-day contractual matters, and identify issues early to recommend corrective action or escalate for management attention.
- Maintain complete contract files, registers, and supporting documentation, ensuring responses and follow-ups are timely, accurate, and well documented.

EDUCATION

**UNIVERSITY OF SAN FRANCISCO - Master of Science,
Accounting**

Expected Aug 2027

GPA: 3.5 | Distinguished Member, National Honor Society | Coursework:
Intermediate Financial Accounting & Reporting, Advanced Accounting

San Francisco, CA

**UNIVERSITY OF SOUTHERN CALIFORNIA - Bachelor of Arts,
International Relations**

Dec 2007