

# KATHRYN M. LENHART

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## QUALIFICATIONS SUMMARY

- Over 21 years of bookkeeping/accounting experience.
- Trained and educated team player.
- Experienced communicator with clients, bankers and professionals.

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## PROFESSIONAL EXPERIENCE

**JCI Construction, LLC**, Fruita, CO, July 2015 to present, President

- CFO
- Project Administrator

**Just Companies, Inc.**, Grand Junction, CO, May 1989 to 7/2015, office manager

- All phases of bookkeeping/accounting
- Payroll, quarterly payroll reports, year end W-2's
- Accounts Receivable including posting payments and making deposits
- Accounts Payable, including posting invoices, billings, paying bills, and 1099's
- Monthly financials
- Banking, deposits details, check details, bank reconciliation

**Black Gold Premium Dog Food**, Grand Junction, CO August 2011 to present

- Sell dog food to clients
- All phases of bookkeeping/accounting
- Accounts Receivable including posting payments and making deposits
- Accounts payable, including posting invoices, billings paying bills and 1099's
- Banking, deposit details, check details and bank reconciliation

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## EDUCATION

**Clayton College of Natural Health**, Bachelors Degree in Nutrition

**Western Colorado College of Business**, AA degree in Accounting

**Western Colorado School of Business**, Business Degree

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## OTHER ACHIEVEMENTS

- Proficient in Peach Tree Accounting
  - Proficient in Quickbooks
  - Proficient in Excel
  - Proficient in Microsoft Word
- Third Degree Black Belt in Tae Kwan Do

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## OTHER EXPERIENCE

- Served on the Board as Treasurer for the Grand Valley Wave Swim Club
- Served on the Board as Treasurer for FMHS Music Boosters Club