

KELLY AVERILL

NEXT LEVEL NOW, INC. 16 PEASE BOULEVARD, PORTSMOUTH, NH 03801 (603) 433-4783 kaverill@nextlevelnow.net

■ SKILLS & SUMMARY

- ACCOUNTING PROCESSES
- PAYROLL PROCESSES
- BOOKKEEPING PROCESSES
- AP/AR PROCESSES
- OFFICE MANAGEMENT
- HR FUNCTIONS
- PROJECT MANAGEMENT
- RECORDS ORGANIZATION
- OPERATIONAL EXCELLENCE

■ PROFESSIONAL EXPERIENCE

ACCOUNTING MANAGER, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire November 2018-Present
Accounting professional for Next Level Now's BPO which offers full HR and Accounting Services to small to mid-size enterprises.

- > Responsible for handling all aspects of accounting for Next Level and multiple BPO clients
- > Oversee and mentor Next Level Now's staff accountants
- > Accurate processing of new hire and ongoing employee documents and payroll for Next Level, clients and their staff
- > Entering general ledger journal entries and reconciliation of bank and other balance sheet accounts

ACCOUNTING MANAGER, BOTTOMLINE TECHNOLOGIES, INC. (NASDAQ: EPAY) Portsmouth, NH 2018
Responsibilities for below role expanded to additionally include oversight of a Senior Accountant who reviews and approves proposed ledger coding and accounting treatment for all purchase requisitions submitted in North America.

- > Management and facilitation of corporate accounting related audit requests during quarterly reviews and year-end audit.
- > System administration duties including chart of account and financial dimension maintenance, foreign currency revaluations, and execution of other ad hoc system configuration requirements.

SENIOR ACCOUNTANT with DIRECT REPORTS 2016-18

Senior Accountant responsibilities expanded to include oversight and mentoring of Staff Accountants.

- > Review and post journal entries and approve monthly balance sheet account reconciliations prepared by Staff Accountants related to cash, prepaid, fixed asset, accrual, and intercompany accounts.

SENIOR ACCOUNTANT 2015-16

Responsible for facilitating the consolidation process in order to appropriately execute global financial reporting in alignment with monthly and quarterly internal and external reporting deadlines.

- > Responsible for facilitating the consolidation process in order to appropriately execute global financial reporting in alignment with monthly and quarterly internal and external reporting deadlines.
- > Assist Controller with tracking of overall global close status daily throughout the close cycle. Collaborate with FP&A team prior to final consolidation to ensure FP&A driven LOB cost allocations are recorded globally within reporting deadlines.
- > Coordination of global intercompany transactions including analysis of proper eliminations in consolidation.
- > Complete assigned external audit schedules and provide supporting documentation as requested for annual audit and quarterly reviews vendor agreements, and audit and legal fees.
- > Preparation of assigned quarterly SEC footnote schedules and completion of assigned SOX requests.
- > Review of vendor agreements executed by Accounting Director for proper accounting treatment. Assign ledger coding for AP team to reference when processing related invoices. Collaborate with internal business owners and vendors to facilitate tracking of project costs throughout the duration of the project to ensure proper accruals are recorded and to obtain information used in accounting treatment analysis.
- > Record accruals at month end to ensure expenses are properly recognized in the P&L in relation to various monthly activity including open purchase orders,