

# CATHY DAO

## Accountant (CPA Eligible)

Phone: 206.371.3887 E-mail: cathy@catdao.net Seattle, WA

Accountant with over five years of financial and cost accounting, financial analysis, and codification research supporting bottom-line, high-growth business initiatives within the manufacturing, services, and technology sectors. Proven success record of facilitating financial planning, ERP process improvement, contract administration, and compliance. Process-driven with history of executing complex data solutions across tier 1 ERP and ad hoc systems.

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### CORE PROFICIENCIES

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|-----------------------------|---------------------------|---------------------------|
| ➤ GAAP/ IFRS/ SEC Research  | ➤ ERP Management          | ➤ State & Local Taxes     |
| ➤ Foreign Currencies        | ➤ Financial Controls      | ➤ CAPEX/ OPEX Budgeting   |
| ➤ Variance & Trend Analysis | ➤ Payroll & Commissions   | ➤ Inventory Control       |
| ➤ Revenue Recognition       | ➤ Contract Administration | ➤ GSA/ FAR Classification |

**ERP & Financial:** Oracle, PeopleSoft, Salesforce, Dynamics GP, QuickBooks, Concur, ADP, Paychex, Paycom  
**Dev Intelligence:** Excel VBA, Access, Microsoft 365, PowerBI, Tableau, DOMO, ODBC Driver, SQL, DAX, C#

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### PROFESSIONAL EXPERIENCE

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#### Smartsheet Inc. (contract through Matrix)

CONTRACT SENIOR ACCOUNTANT

Bellevue, WA

May 2017 – Present

Performed general ledger accounting, analysis, and financial reporting for rapidly growing SaaS software. Researched emerging FASB, IASB, and SEC issues. Reported to Accounting Manager and Corporate Controller.

- Researched FASB 2019 and SEC guidance, assessed impact of changes to accounting principles and estimate revisions, and prior period corrections. Drafted financial report memorandums.
- Performed month-over-month and quarterly variance and trend analyses for designated accounts, teaming with financial planning to inform business partners of accounting classifications on cost center budgets.
- Maintained fixed assets subledger with focus on high-volume tenant improvements and hardware purchases.
- Calculated and revised capital lease schedules in accordance with emerging issues affecting ASC 840-30.
- Posted journal entries and reconciled company's asset and liabilities accounts for month-end.
- Researched interstate sales and local taxes. Filed sales and local taxes for 6 states.
- Provisioned and monitored expense reports for over 630 employee and manager reports, quantifying corporate policy exceptions to advise on policy revisions.
- Teamed with revenue and customer consulting to update project ledgers, assess impact of ASC 606 variable considerations in revenue recognition, and verify the billable status of expense items.
- Analyzed historical actual trends and reformed cost allocation methodologies to align with financial planning and tax objectives.
- Monitored investment securities and equity accounts alongside Controller.

#### Apollo Video Technology, LLC (a division of Luminator LTD)

SENIOR FINANCIAL ACCOUNTANT

Bothell, WA

May 2016 – May 2017

Managed full accounting cycle, financial analysis, internal/ external reporting, banking, vendor, and creditor relationships for the #1 global manufacturer of fleet management video surveillance equipment. Lead monthly and year-end close, and acquisition from Luminator LTD. Managed one junior accountant. Reported to Director of Finance.

- Strategized over \$110k in annualized cost saves by negotiating vendor terms, creditor rebates, and expanding

expense policy oversight.

- Executed financial reporting during due diligence between investment bank and buyers, including post-acquisition transitional reporting requirements to Luminator LTD.
- Streamlined closing process from 15 to 5 days hard close with accounting SOP update, chart of accounts revision, and internal control evaluation across finance team.
- Managed operational accounting, IC-DISC and intercompany activity/ eliminations, and bank relationships.
- Monitored \$10MM inventory, calculated adjustments, and procurement planning.
- Deployed cost center reporting: R&D, project, CAPEX, and OPEX budgets; managed transaction coding, and ensured that cost allocation aligned with parent company's methods.
- Credit card administration for 70 cards, improved data mapping accuracy, automated reconciliation of over 5,000 monthly P-card transactions totaling between \$300-\$550k monthly spend.
- Produced PBC's and schedules for state, federal, and investor audits.
- Analyzed risk associated with new contracts, calculated interstate sales tax nexus impact, and arranged project bonding and financing for international and domestic projects.
- Maintained ERP permissions and audited data accuracy between QuickBooks, Concur, and Salesforce.
- Researched emerging FASB, ISO, and GSA compliance issues.

**Special Projects:**

- Maintained accounting records for corporation's investment properties, including capital budgeting, subcontractor RFP's, building and land improvements, rent and CAM calculations.

**Vulcan, Inc.**

CONTRACT ACCOUNTANT (BUSINESS OPERATIONS)

**Seattle, WA**

**September 2015 – February 2016**

Contracted role to prepare year-end close. Duties include multi-year balance sheet audit for a diverse range of business units: real estate, aerospace, art and non-profit operations. Reported to three Finance Managers.

- CAPEX research and adjustments for all commercial domestic and foreign real estate, automobile, watercraft, and aircraft construction projects.
- Trained team in construction terminology, coding, and treatment of global land development, tenant improvements, construction projects for project accounting and capitalizable expenditures.
- Tracked and audited invoices from architectural, construction, and engineering contractors.
- Reconciled 1,000 fixed assets from the GL to subledger, updating depreciation schedules and fair market valuation adjustments.
- Calculated month-end adjustments for financial packages and intercompany reconciliations.
- Collaborated with finance to update budgets, analyzed trends and variances for forecast revisions.
- Monitored operating expense activity for all business units, identifying errors, journaling corrections.
- Key member responsible for developing process improving internal and affiliate VBA/ C#/ SQL/ DAX tools, including a C-based timekeeping and payroll allocation application for watercraft bookkeepers.

**Genelex Corporation/ YouScript (contract through Robert Half)**

CONTRACT SENIOR ACCOUNTANT

**Seattle, WA**

**July 2015 - September 2015**

Contracted role for biotechnology software company. Multi-year GL audit to prepare books for migration from Great Plains to QuickBooks Enterprise. Worked within a HIPAA compliant environment. Reported to CFO.

- Researched accounts and reviewed revenue recognition guidelines for percentage-of-completion contracts.
- Managed operational accounting, daily cash, state and employment taxes, bank reconciliations, benefits administration, departmental allocation, month-end closing entries.
- Teamed with CFO to review final account balances and chart of accounts conversion to new ERP.
- Audited and maintained fixed assets subledger for over 400 assets.
- Coordinated with four-person billing team to reconcile CRM payment summaries to the general ledger.

- Automated month-end journal entry calculations for leases, fixed assets, and prepaids in Excel.

**Cobia Systems, LLC**  
ACCOUNTANT

**Seattle, WA**  
**March 2015 - July 2015**

Managed full-cycle accounting and FP&A functions for growing SaaS corporation. Tracked performance of 10 software developers and over 70 rotating salesmen. Reported to Controller and C-levels.

- Reduced SG&A expenses by 12% through renegotiated vendor, insurance, and bank contracts.
- Developed financial SOP and controls, managing accounting, payroll, HR, insurance, and tax accruals.
- Audited 2 years of cross-book activity between 3 companies and investor relations.
- Implemented VSOE revenue recognition for B2B multiple deliverable contracts and retail customers.
- Integrated payment processor portal with ERP, resulting in real-time payment information across interstate sales teams.
- Directed team on collections and PCI compliance standards, leading to a 90% improvement in A/R aging.
- Calculated new contributed capital purchases, dividends, and distributed stockholder guaranteed payments.
- Prepared monthly financial packages, including forecasting and customer churn reports.

**Suyama Peterson Deguchi Architects, LLC**  
FULL-CHARGE BOOKKEEPER

**Seattle, WA**  
**May 2014 - February 2015**

Managed full-cycle accounting, project accounting, financial reporting, and office operations for globally acclaimed architectural studio and Suyama Space gallery, an affiliated non-profit. Reported to Managing Partner.

- Saved company thousands in software licensing fees, reduced scope creep overrun by developing in-house VBA job-costing platform, integrating architectural project phase, time tracking, billing, and payroll. Increased contribution margin accuracy, accountability, and reduction of administrative time by half.
- Reviewed RFP's for all new and potential clients (government and private), assisting in the preparation of preliminary bid materials, and final contract execution between partners, attorneys, and customer.
- Monitored construction phases throughout the lifecycle of project, audited subcontractor invoices, and verified the delivery of billable items.
- Assessed interstate nexus, researched new jurisdictions, and filed multi-state sales and local use taxes.
- Budgeted, tracked, and generated invoices for 30 to 50 fixed-fee and time-and-materials projects each month, providing client support for all billing and project accounting inquiries.
- Recognized revenue based upon ASC 605-35 percentage-of-completion method.

**Accountant**, Objects by Aleksandra Pollner, Seattle, WA (2012 - 2015)

**Accountant**, Object Gallery, Seattle, WA (2012 - 2013)

**Accounts Receivable**, BoConcept, Seattle, WA (2010)

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#### EDUCATION & ASSOCIATIONS

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**B.S. Accounting, Minor: Finance (Honors)**, Central Washington University, Lynnwood, WA (2017)

**A.A. Accounting Transfer (Honors)**, Seattle Central Community College, Seattle, WA (2011)

Institute of Management Accountants (IMA)  
IMA Honor Society, American Institute of CPA's (AICPA)  
Washington Society of CPA's (WSCPAs)  
National Association of Asian American Professionals (NAAAP)