

Cody Thompson

Fort Worth, TX 76108
(817) 823-2426
cdt12988@gmail.com

Education

University of Texas at Arlington, Arlington, TX
Bachelor of Science, Economics, August 2014
Minor in Business Administration, August 2014

- Dean's List 3 semesters. Overall GPA: 3.30. Major GPA: 3.70

Southern Methodist University, Dallas, TX
Full-Stack Coding Bootcamp, Ongoing

Lynda.com/LinkedIn Learning Platform, Online
11 Course Certificates (65+ Hours)

Work Experience

ACH Child and Family Services – Our Community Our Kids Division

March 2016 – Present

Accountant

- Preparing adoption billing for the Department of Family and Protective Services and payments to our network agencies
- Reviewing and ensuring the validity of submitted adoption documents and working with providers, DFPS, and law offices to obtain missing or corrected documents
- Reviewing previous years' records in order to find overlooked and previously unbilled adoption receivables
- Supervising and delegating responsibilities to Bookkeepers and Temporary Workers
- Monitoring program and department financial reports to assure compliance with approved budgets
- Overseeing and managing day-to-day financial operations, including various receivable, payable and payroll duties
- Ensuring required billing and record-keeping documentation is received in a prompt and organized manner
- Updating out-of-date systems of record-keeping and inter-department form submittals
- Completing multiple projects in order to ensure the company remains up to date in previously backlogged areas
- Helping update, maintain and create new forms, procedures and manuals for our company and our network of providers
- Redesigning and overseeing the implementation of a new company credit card system and submittal procedures
- Maintaining positive relationships and open communications with coworkers, state employees, lawyers and providers
- Tending to various day-to-day operating tasks and errands of the company as needs arise
- Attending Conferences, trainings and meetings in order to better prepare myself for my duties and responsibilities
- Keeping up-to-date with news articles, media coverage, federal and state legislations and lawsuits pertaining to our field

ACH Child and Family Services

October 2014 – March 2016

Bookkeeper

- Prepared, recorded and processed Accounts Payables transactions daily while maintaining proper company procedures
- Designed and implemented new and innovative forms and procedures to better streamline duties
- Oversaw all company credit card transactions and statement reconciliations
- Maintained open communications with supervisor and other colleagues to improve departmental efficiency
- Learned duties, responsibilities and goals of other company programs in order to better understand my own duties

PSK LLP

July 2012 – August 2014

Accounting Services Intern

- Compiled, prepared and reviewed Financial Statements for clients on a monthly, quarterly, and annual basis
- Paid and recorded invoices, receivables, and other transactions for clients on a weekly basis
- Maintained open communication with clients through email, phone, and visitations as needed
- Prepared and recorded payroll journal entries, including payroll taxes, for clients
- Prepared and filed payroll tax returns for clients, including forms 940, 941, C3 (TWC), W2, and 1099

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- Reconciled bank accounts for clients, including adjusting journal entries, on a monthly basis
- Recorded and maintained Fixed Asset accounts as well as depreciation and amortization entries for clients
- Prepared Property Tax Renditions for clients on an annual basis
- Displayed and improved skills such as communication, teamwork, problem solving, prioritizing, and working under deadlines

University of Texas at Arlington

August 2011 – December 2012

Physics Lab Instructor

- Taught Introduction and Advanced Astronomy labs to college students
- Prepared lessons and assignments for class
- Responsible for grading, organizing and submitting assignments
- Tended to student needs and questions both inside and outside of scheduled work hours as needed

Global Sports Xtreme

August 2006 – June 2011

Manager and Instructor/Coach

- Organized physical and educational activities for preschoolers
- Lead a Mother's Morning Out program every weekday
- Lead a Parents' Night Out program every Friday and Saturday evening
- Lead birthday parties and assisted with clean up most weekends
- Answered phone calls, booked and scheduled new clients for various gym programs
- Managed weekend staff and scheduling

University Involvement

Member of the UTA Accounting Society (Community Service Committee and Athletic Event Committee)

Member of Omicron Delta Epsilon

Member of National Association of Business Economics

Tutored students in Finance, Real Estate, and Astronomy

SMU Volunteer Mentorship Program

Community Involvement

Volunteer at Blanton Elementary School

Volunteer with Mission Arlington

Volunteer at Tarrant Area Food Bank

Make periodical donations to ACH Child and Family Services

Workplace Involvement

Co-lead Company Softball Team for tournaments and leagues at PSK LLP

Member of the ACE Committee at ACH Child and Family Services

Member of Toastmasters International ACH Renaissance Club

Participant in various company focus groups at ACH Child and Family Services

Technical Skills

Proficient with:

- HTML5, CSS3, JavaScript, jQuery, Node.js, PHP, MySQL, Firebase, Bootstrap, MongoDB, Command Line
- API Calls (Ajax), JSON Formatting/Packages
- Git, Slack, Zoom
- Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- QuickBooks (2007-2013, Online, Premier Accountant, Enterprise)
- Creative Solutions Accounting (CSA, Fixed Asset-CS, UltraTax-CS, File Cabinet-CS)
- Other Various Accounting Software (Shelby Systems, Abila MIP, Evolv CS, IMPACT)