



## **Terri McKee**

*Consultant*

### **ABOUT TERRI**

Terri is a detail-oriented professional with 15+ years of bookkeeping, accounting, finance, and human resources experience. She has a well-rounded understanding of the functional tasks and compliance requirements businesses must address to succeed in today's ever-changing landscape based upon positions held with a higher education institution, a college athletics foundation, a nonprofit organization, and in private industry.

A flexible and hardworking team player, Terri is proficient in the month-end close process, general ledger maintenance, journal entry preparation, account research and reconciliations, daily transaction processing, accounts payable, pre-paid expenses, credit card transactions, and fixed assets. She competently manages the budget process, including initial preparation, periodic budget-to-actual reporting, and ongoing variance analysis.

Terri is adept in employee relations, payroll, and benefits administration, including health and retirement plans and leave management. Her experience includes developing employee expense reporting systems, managing company vehicle trade and leasing processes, assisting internal leadership with annual audits and tax returns, and working closely with external business partners, including for banking and insurance purposes.

She is comfortable working with QuickBooks Online, SAP Concur Solutions, and Paycom, among other accounting and HR software. Whether working collaboratively or individually, Terri capably manages multiple demands simultaneously while being flexible with changing priorities, ensuring timely and accurate results for the clients she serves.

### **INDUSTRY EXPERIENCE**

Healthcare, Higher Education, Nonprofit

### **EDUCATION**

- Wright State University, Bachelor of Science in Business, Management