

NICHOLAS J. KURTZ

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EDUCATION

Bachelor of Business Administration, Concentration: Accounting

December 2017

- University of New Mexico, Albuquerque, NM
- GPA: 3.35
- **Eligible for CPA Exam: December 2017**

EMPLOYMENT

Accounting Intern, Sandia Preparatory School, Albuquerque, NM

August 2016 – January 2018

- Entered approximately 50 outstanding invoices weekly in Veracross system
- Journalized accounts payable transactions for staff equipment and material purchases, campus maintenance, student activities, athletics, and food service
- Reconciled monthly credit card statements for accounting department and head of school
- Filed 25-30 paid invoices weekly into A/P files for current year
- Filed 50-75 A/R documents weekly related to student accounts
- Assembled, created, updated, and reorganized approximately 150 HR files
- Paid approximately 10-20 monthly statements
- Processed benefits for 50-75 employees
- Software used: Veracross, Excel

Shuttle Driver, Sunport Shuttle, Albuquerque, NM

July 2011 – August 2016

- Transported 20-30 passengers daily to and from airport
- Performed approximately 10 credit card and cash transactions daily
- Identified and ensured correction of discrepancies in customer reservations regarding date and/or time, fare amount, and pick-up location and/or destination
- Maintained appearance of shuttle daily

Technician, A & R Medical Supply, Albuquerque, NM

October 2006 – February 2010

- Delivered medical oxygen and supplies to 15-20 patients daily
- Instructed several new patients daily how to properly use equipment
- Identified and ensured correction of discrepancies regarding items on customer invoices or total invoice amount
- Performed 50 oxygen concentrator checks monthly

CLASS PROJECTS

Auditing

Fall 2017

- Prepared 3 page paper with four class partners that researched and provided possible solutions for an ethical dilemma concerning whether or not an auditor will follow procedures and guidelines
- Research required 3-5 outside sources

Accounting Information Systems

Fall 2016

- Studied production cycle of product manufacturing and its relation to company accounting information systems; observed operations of microbrewery as real-world example
- Responsible for researching security within facility
- Coordinated with four partners to observe company, research, analyze, and synthesize information, and prepare visual presentation
- Delivered presentation to 40 students