

# LINDA KLINKHART

ACCOUNTING MANAGER

## Experience

### **Yuit Communications | Anchorage, AK (2016 – Present)**

Accounting Manager

- Actively manages and monitors payroll, accounts payable, accounts receivable, reconciliations, and financial reports.

### **Accuracy + | Anchorage, AK (2006 – Present)**

- Independent Bookkeeper/Owner
- Maintaining accounting record for a variety of small businesses using QuickBooks Pro desktop and online, Sage 50, and Microsoft Office
- Manages and monitors payroll, accounts payable, accounts receivable, reconciliations & financial reports.

### **Stampin' Up | Anchorage, AK (1998 - 2009)**

Small Business Owner

- Managed creative demonstrations and sales of rubber stamps.

### **ComputerLand | Anchorage, AK (1989 - 1997)**

Senior Accounting Assistant

- Performed all aspects of accounting, office management and human resources for retail organization.

### **Mark Management | Anchorage, AK (1989 - 1990)**

Apartment Manager

- Managed apartments for out of state owner.

### **Sylvan Learning Center | Anchorage, AK (1986 - 1988)**

Assistant Manager

- Involved in all aspects of small business management.

## Education, Training & Leadership

### **University of Alaska, Anchorage**

Anchorage, AK (In Progress)  
Business, Accounting and Education classes

### **Alaska Pacific University**

Anchorage, AK (In Progress)  
MBA

### **State University of New York**

Oswego, NY (1984)  
B.S. in Elementary Education and a Minor in Athletic Coaching

## Awards

FISH Food Pantry  
(2016 – 2020)

Anchorage Pickleball Club  
(2020 – Present)

Denali Community School  
(2003 – Present)