Carrie Kruse, CPA

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| 6423 Northwest Drive |  Cell: (402) 960-5370 |
| Windsor Heights, IA 50324 |  Email: ckrusecpa@gmail.com |

**EDUCATION:**

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| **Simpson College, Indianola, IA** | **Drake University** |
| Bachelor of Arts, May 2006 | M.B.A. December 2009 |
| Major: Accounting | Emphasis in Accounting |
| Minor: Business Management | GPA: 4.0/4.0 |

**EXPERIENCE:**

***Research and Budget Analyst,*** City of Des Moines Research and Budget Department, Des Moines, IA

December 2012 – Present

* Perform professional research and development activities in the preparation and administration of the City’s annual operating budget
* Utilize research methodologies, statistical techniques and compile empirical data to perform an analysis for the purposes of designing, planning and developing the operating budgets for Public Works, Engineering, the City Manager’s Office, Human Resources, Fleet Maintenance/Equipment Replacement Fund, the Office of Economic Development and Tax Increment Financing
* Prepare and submit annual state budget forms for the entire city budget to the County Auditor and the Department of Management
* Prepare and submit the Annual Urban Renewal Report to the Department of Management
* Volunteer member on the Employee Wellness Committee and the Combined Charities Committee

***Chief Financial Officer,*** City of Windsor Heights, Windsor Heights, IA

March 2010 – February 2014

* Handle all daily financial activities of the City including accounts payable, accounts receivable and investments
* Payroll along with timely filing of various payroll reports on a biweekly basis
* Provide budget to actual reports on a monthly basis to department heads
* Prepare annual budget
* Prepare and file Annual Financial Report to the Auditor of State
* Assist in external audit on an annual basis
* Certify Tax Increment Financing debt to the County Auditor annually

***Financial Accountant 2,*** American Republic Insurance Company, Des Moines, IA.

June 2006 – March 2010

* Prepare monthly journal entries with supporting documentation
* Reconcile general ledger accounts monthly
* Prepare monthly depreciation schedules for fixed assets
* Prepare and analyze quarterly and annual financial statements for STAT and GAAP
* Prepare expense trend analysis monthly
* Prepare supporting documentation and work papers for the annual external audit
* Identify and research Statutory and GAAP accounting treatment necessary as a result of new company activities and changes in regulations
* Assisted in a major general ledger conversion

**VOLUNTEER/LEADERSHIP EXPERIENCE:**

***Board of Directors,*** Des Moines Triathlon Club: December 2014 – Present

***Community Leadership,*** Greater Des Moines Leadership Institute, Class of 2015:

August 2014 – Present

***Committee Member,*** State of Iowa, City Finance Committee: May 2014 – Present

***Mentee,*** Community Connect: Mentors Inspiring Success. An intergenerational mentorship

program developed by the Social Capital Committee as part of the Capital Crossroads Regional Vision Plan: January 2014 – May 2014

***Committee Member/Citizen Representative,*** City of Windsor Heights Budget Review

Committee: November 2013 – March 2014 (Appointed by Mayor Diana Willits)

***Committee Member,*** Iowa Society of CPAs Leaders Emerging in the Accounting Profession Task

 Force (LEAP Task Force): December 2012 – December 2013

***Committee Member,*** Nominated to the Government Performance and Accountability Committee

for the American Institute of CPAs: July 2012 – Present

***Committee Member,*** Nominated to the Government Auditing & Accounting Committee for the

Iowa Society of CPAs: March 2012 - Present

***Board Member,*** The Leukemia & Lymphoma Society, Iowa Chapter: June 2007 – Present

***Volunteer,*** The Leukemia and Lymphoma Society’s Team in Training: August 2006 – Present

***Treasurer/ Board of Directors,*** Windsor Heights Firefighter’s Association: July 2011 – February

2014

***Treasurer/Executive Board of Directors,*** The Leukemia and Lymphoma Society, Iowa Chapter:

July 2009 – June 2013

***Volunteer,*** Red Cross of Greater Chicago’s Run Red Team: October 2010