



KEYSOURCE LLC
FINANCE, ACCOUNTING AND ADMINISTRATIVE SERVICES.

Capability Statement

KeySource LLC is a woman-owned small business that specializes in finance, accounting, bookkeeping and back-office accounting functions; strategy and change management; outsourced transactional and back-office accounting functions. Our Founder and CEO has over 30 years of successful experience in planning, administration, and control of finance and accounting. Excellent analytical, project management and customer relationship management skills. Superb leadership and communications skills with exceptional work ethics, easily cultivate trust and productive relationship with internal and external customers.

CAGE: 80W73 **DUNS:** 080981010

Core Competencies

- » General Accounting and Bookkeeping Functions: Month-End Reporting, Accounts Payable, Accounts Receivable, Bank Reconciliation, Balance Sheet Reconciliations
- » Treasury, Cash Management, Banking and BBC Calculations
- » Process Improvement, Problem Solving & Team Building
- » Policies & Procedures
- » Government Contracting, GAAP & DCAA Guidelines, FAR & CAS
- » Human Resources, 401K & Benefits Administrator
- » Training, Mentoring, & Team Building
- » Deltek GCS & Costpoint, PeopleSoft, SAP BYD & Sage-Intacct

Past Performance

Aurora Flight Sciences - Treasurer/Director of Cash Management, managed daily cash - provided six months cash forecast, processes BBC and managed Billing. Implement SAP by Design.

ICF - Director of Transactional Accounting - Oversaw three Departments 21 staff - restructured three teams, and aligned staff with their strengths, create job descriptions and wrote desktops.

Aqiwo, Inc - Director of Finance - Managed all back office functions - Financials, AP, AR, Billing, Payroll.

NAICS Codes

541219	541612	561410	541513
541211	541618	561499	541519
541213	541611	541511	541613
541214	541614	541512	541990



Contact

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Certificates

- Foundations of Leadership, Center for Creative Leadership, CCL
- Crucial Conversation, Crucial Confrontations, or Influencer
- Contract Management, Change Process, Managing Constructive Changes
- Change Management
- Fraud Risk Awareness and Prevention Training
- Introduction to Internal Controls, Fraud Detection
- Ethics Recommitment Training
- Insider Trading
- Initial Information Protection and Computing Security
- Introduction to Internal Controls, Segregation of Duties
- Introduction to Internal Control - COSO Framework
- Sarbanes-Oxley Overview,
- Management Skills; Management and Law, Excelling as a Leader, SHRM
- Coaching Skills for Managers and Supervisors, SHRM,
- PC Payroll for Windows, ADP
- Sales & Use Tax Seminar (AMA) and Advance Sales & Use Tax, Lorman Education Services
- Accounts Payables/Disbursement Preparing for Year-End and 1099-MISC., American Payroll Association