



ELIZABETH MITCHELL

Director
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[VCARD](#) | [LINKEDIN](#)

Elizabeth has 20 years of solid accounting experience. She has extensive accounting skills including accounts payable, accounts receivable, payroll and journal entries, financial statement reporting, cashflow and audit. In addition, she has over 11 years of government contracting experience that includes: budgeting, cost pool and indirect rate calculations, dcaa audit and Incurred Cost Submission.

Throughout her career, Elizabeth has risen into accounting roles, with her last position as Controller. She played a pivotal part in pushing through an Updated Accounting Policy and Procedures Manual, initiated SOP's for Accounting Staff and most notably garnered a "No Exceptions" Audit approval for a DCAA Audit that was successfully finished three months prior to original completion date. Elizabeth is highly proficient in Deltek Costpoint and Procas. She also has experience utilizing QuickBooks Online.

FUNCTION & SPECIALIZATION

- Reconciliations and month end close
- Process improvement
- Compliance and audit support

REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- CommIT Enterprises, Inc.
- Obsidian Solutions Group, LLC
- Providence Service Corporation

EDUCATION, LICENSES & CERTIFICATIONS

BLS in Business Management with a concentration in Accounting, Mary Washington College, Fredericksburg, Virginia