

# KARRIE E. SABOE, CPA

College of Charleston  
Department of Accounting & Business Law  
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## PROFESSIONAL SUMMARY

- Certified Public Accountant with 20+ years of experience in the areas of public and private accounting
- Experience preparing corporate, partnership, and individual tax returns as well as functioning as a controller for a multimillion-dollar high-tech company requiring SEC reporting and audited financial statement preparation
- Consulting for a private foundation and a financial planning company in the area of management of financial operations
- Additional skills include:
  - Project Management
  - Leadership
  - Teamwork
  - Organizational Skills
  - Problem Solving
  - Financial Management
  - Financial Analysis/Budget
  - QuickBooks Proficiency
  - Excel/Access Proficiency

## EXPERIENCE

### **College of Charleston, Charleston, SC**

*Visiting Instructor of Accounting*

*August 2018 – Present*

*Adjunct Instructor of Accounting*

*August 2016 – May 2018*

Courses taught:

- ACCT 203 Financial Accounting
- ACCT 204 Managerial Accounting
- ACCT 307 Accounting Information Systems
- ACCT 316 Intermediate Accounting

### **Wappoo Creek Consulting, Charleston, SC**

*Accounting Consultant*

- Manage a private family foundation *2004 - Present*  
Responsibilities include; financial statements, federal and state regulatory compliance, annual 990PF filing, annual grant making, annual board of directors meeting
- Tax preparation for trust clients *2004 - Present*
- Accounting consultant for a financial planning firm *2011 - 2014*

### **Wappoo Creek Consulting (continued)**

Responsibilities included annual and quarterly budgets, monthly financial analysis, quarterly financial reporting, monthly compilations, general bookkeeping, accounts payable and receivable management, payroll, and human resource management

- Accounting consultant assisting in individual tax preparation for a tax-preparation firm

### **Automated Trading Desk, Charleston, SC**

*Corporate Accountant/Controller*

1998 - 2004

- Performed as the lead accountant and managed 2 staff accountants as the company grew from 13 employees to 80 employees
- Managed payroll and medical benefits for all employees
- Maintained the books and prepared monthly compilations for ATD, Inc. and other affiliated subsidiaries
- Prepared and provided all financial information for the Board of Directors
- Maintained spreadsheets for 70+ shareholders and handled shareholder correspondence
- Performed many special research projects including tax benefits, company acquisitions and mergers, and tax audits
- Worked annually with auditors and tax accounts for preparation of annual reports and tax returns
- Prepared monthly and annual SEC filings and maintained required compliance records
- Maintained fixed assets for \$40+ million in equipment, land and real property, including a cost-segregation project during construction of corporate offices

### **BDO Seidman, LLP, Charlotte, NC**

*Staff Accountant*

1996 - 1998

- Mastered organization and tax preparation skills necessary to obtain Certified Public Accountant license in 1998
- Prepared tax returns including (but not limited to) Forms 1040, 1041, 1120, 1120 consolidated, 1120S, and 1065
- Performed financial statement annual reviews and reports
- Calculated year-end estimates for individuals and businesses as well as pro-forma reports
- Active member of the NC AICPA

## **EDUCATION**

### **Master of Science in Accountancy**

*College of Charleston, Charleston, SC*

August 2016

### **College of Charleston, Charleston, SC**

1995 – 1996

- Completed the coursework requirement to take the Certified Public Accountant Exam
- Passed the CPA exam in the Fall of 1996

### **Bachelor of Arts in Health and Exercise Science**

*Furman University, Greenville, SC*

May 1993

## **VOLUNTEER AND OTHER ACTIVITIES**

### ***Blessed Sacrament Catholic Church Athletic Association Director/Treasurer***

*2017 - Present*

Established and maintain the accounting system in QuickBooks. Prepare quarterly reports for the Charleston Diocese, reconcile bank statements monthly, manage cash receipts and disbursements, and prepare annual activity statements and budgets.

### ***Blessed Sacrament Catholic School Tennis Coach and Program Director***

*2007 - Present*

Started and developed a tennis program for children in 1st through 8th grade. The program began with one team and 13 participants and has grown to five teams and over 50 participants.

### ***Tennis***

*2003 – Present*

Active USTA member competing at the 4.0 level both locally and regionally