

Professional Profile

Accounting Professional with over fifteen years of increasing experience in the accounting field. Ability to improve a company's efficiency and enhance profitability with excellent analytical and technical skills, spreadsheet development and troubleshooting skills. Also, other exceptional abilities and skills as follows:

- Time Management
- Problem Resolution
- Cross-Functional Influences
- Accounts Payable Specialist
- Accounts Receivable Specialist
- Job Cost Reporting
- Insurance and State Audits
- Property Management
- Notary Public
- GAAP Expertise
- Payroll Processing
- Payroll Tax Reporting
- Multi-State Sales & Use Tax Reporting
- Data Analysis
- Annual Budget Creation
- Customer Experience Specialist
- Computer Skills
- Construction Accounting
- AIA Contract Documents
- Full-Charge Bookkeeper

Software: QuickBooks Accountant, Sage 50 Accounting for Construction, Microsoft Office, AIA Contract Documents

Work History

Qualified Builders Raleigh, NC 9/2013 – Present
Accounting Manager

- Duties include but are not limited to accounts payable, accounts receivable, multi-state sales tax returns and reporting, month-end closing of books, job cost reporting, insurance and state audits, QuickBooks Accountant software, prepare financial statements for review, maintain financials for multiple companies, management of Accounting Department.

McKenna Construction Co. Morrisville, NC 4/2005 – 8/2013
Office Manager

- Duties included management of accounts payable and receivables, payroll processing, payroll tax reporting, sales and use tax reporting, month-end closing of books, audits, job cost reporting, marketing, assisting upper management, maintain financials for multiple companies, Sage 50 Accounting for Construction software, and other miscellaneous office tasks.
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Hensel Phelps Construction Butner, NC 1/2004 – 1/2005
Administrative Assistant

- Duties included payroll entry, assisting upper management with various correspondence, creation and maintenance of spreadsheets, and miscellaneous clerical duties.

John Umstead Hospital Butner, NC 2/2003 – 1/2004
Office Assistant III

- Provided clerical support to doctors in the medical unit, transcribed medical documents, prepared presentations, provided backup support to other medical departments and miscellaneous clerical duties.

Triangle Communities Durham, NC 1/2000 – 1/2003
Administrative Assistant

- Assisted Vice President with a variety of special projects, which included typing memos, creation and maintenance of spreadsheets, preparing presentations, travel arrangements, scheduling appointments, processing invoices and expense reports, marketing, training, maintaining company files, property management, supervision of employees and providing customer service.

General Services Corporation Richmond, VA 12/1998-1/2000
Accounting Assistant

- Assisted Vice President of Finance with a variety of duties, which included the reconciliation of bank statements, accounts payable, accounts receivable, weekly check runs, expense reports, spreadsheet maintenance, preparation of correspondence, and customer relations.

Johnson Controls, Inc. Chesapeake, VA 5/1995-12/1998
Accounting Clerk/Admin. Asst.

- Assisted Controller, Plant Manager, and Human Resources with various projects, such as accounts payable, inventory control, spreadsheet maintenance, customer relations, preparation of various correspondence, training presentations, travel arrangements, scheduling, and coordinating.

Education

Accounting Wake Tech Community College 2013 - Present
Raleigh, NC

References

Brian Williams	Owner of McKenna Construction Co.	(919) 380-0111
Rob Autry	Owner of RA Services	(919) 594-5346
Michelle Frazier	Bookkeeper at Air Works Heating & Air	(919) 528-4333
Tu Nguyen	Self-Employed	(919) 428-7063