

PROJECT ACCOUNTANT

Summary

Quality-focused accounting professional with over 15 years processing invoices, managing vendors and auditing expense reports. A strong desire and ability to maximize profits and control costs with respect to maintaining effective internal controls related to Accounts Payable. Knowledge and experienced in AIA billings, Nevada prelien law, Nevada Contract Law, Union payroll and laws.

Highlights

Skills Timberline Accounting software, Foundation Accounting software, Spectrum, JD Edwards, Ebuilder, Microsoft Office applications,

General ledger accounting aptitude

Strong communication skills

Effective time management

Accounts receivable professional

10 key by touch

Experience

Project Accountant Mar 2015 to Current

Company Name - City , State

Verified details of transactions, including tenant allowance requests and lease verification. Coded the general ledger and processed vendor invoice payments. Coordinated approval processes of all accounts payable invoices including tenant allowance requests and commission payments. Conducted month-end balance sheet reviews and reconciled any variances.

Office Administrator Jul 2013 to Dec 2014

Company Name - City , State

- Responsible for office management including new hires/rehires.
- Responsible for processing invoices and creating purchase orders for approval.
- Assisting with union payroll processing.
- Responsible for running financial reports for management review.

Staff Accountant Dec 2011 to Jan 2013

Company Name - City , State

- Responsible for all Accounts Payable using Foundation software Responsible for all Accounts Receivable including AIA billings, lien waivers, and payment postings.
- Responsible for Payroll including union reporting.
- General Ledger journal entries as needed.

Office Administrator Sep 2008 to Jun 2010

Company Name - City , State

- Calculated figures such as discounts, percentage allocations and credits. Verified details of transactions, including funds received and total account balances. Coded the general ledger and processed vendor invoice payments. Coordinated approval processes of all accounts payable invoices. Balanced batch summary reports for verification and approval. Researched and resolved billing and invoice problems.

Project Accountant Nov 2005 to Jul 2008

Company Name - City , State

- Comprehensive management of the Accounts Payable function for a \$40 million General Contractor Responsible for compilation of extensive loan draw packages and respective documentation reviewed and approved by banks, owners/developers, architects, construction control companies and owners representatives.
- Worked closely with the Controller, Contract Administrator, and Project Managers insuring billing accuracy.
- Close interaction with sub-contractors ensuring proper documentation submitted with monthly billings.
- Completed annual certified courses covering aspects of Nevada Revised Statutes pertaining to Nevada lien and contract law.

Accomplishments

Reduced invoice over payments by 30%.

Education

Accounting 1997 Santa Barbara Business College Accounting
Interests

Nevada Notary Public References available upon request.

Additional Information

- Nevada Notary Public References available upon request.

Skills

10 key by touch, Accounting software, Accounts Payable, Accounts Receivable, administrative, AIA, AS400, billing, billings, Controller, draw, documentation, Drafting, Estimating, financial report, financial reports, General Ledger, Human Resources, insurance, law, Microsoft Office applications, office, office management, Payroll, payroll processing, Project Management, reporting, Timberline