

Alejandra Guevara

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PROFESSIONAL PROFILE

Highly accomplished Financial Controller with over 10 years of progressive team building and management experience. Adept leader of diverse teams with exceptional communication, multitasking, organizational, and motivational skills.

SKILLS

Communication
Time Management
Bilingual
Cash Forecasting
Budgeting

EXPERIENCE

CONTROLLER

JBC Ent, Inc.

Jan 2018 - Present

- Manage HR and Payroll Administration
- Supervise Accounts Payable/Receivable; management of monthly AIA Billings
- Insurance administration to include monthly reporting
- Management of project budgets, contract change orders, PO's and subcontract agreements
- Oversee the financial operations of the company, including budgeting, forecasting, and financial analysis
- Develop and implement financial policies, procedures, and internal controls to safeguard company assets
- Provide guidance and support to the finance team, ensuring efficient and accurate financial operations
- Conduct regular account analysis and reconciliation to identify discrepancies and resolve issues

EDUCATION

Bachelor of Science, Accounting

ACCOUNTING MANAGER

Colorado Asphalt Works, Inc.

Jan 2013 - Dec 2017

- Overall responsibility for all aspects of the business accounting including timely reporting, GAAP compliance, balance sheet and asset protection, continuous improvement, budget planning and cash forecasting.
- Evaluate, and implement strong internal controls in a changing environment including creating a company SOP to ensure all employees adhere to company policies.
- Maintain the current month-end close process.
- Assist in the annual audit by preparing schedules and reconciliations needed by the auditors.
- Oversee management of the company credit cards, reporting, and monthly reconciliation.

CERTIFICATIONS

QuickBooks Certified
Notary Public
OSHA 30