

12+yrs customer service ✕ 10+yrs administrative support ✕ 5+yrs accounting support ✕ 3+yrs accounts payable

PROFESSIONAL SUMMARY

Experienced and detail-oriented construction Accounts Payable Manager with a strong record of accuracy, problem-solving and organizational skills with knowledge of bank reconciliation, payroll, job cost, and cash flow analysis. Proven, excellent track record in customer service and support with an ability to relate to people at all levels. Wearing many hats has made me excel at both time and task management also giving me a high respect for procedure and compliance. Proficient computer skills give me the ability to integrate technology to increase accuracy and efficiency of accounting practices.

SKILLS



Organization



Report & Document Preparation



Multitasking



Microsoft Office



Data Entry & Spreadsheet Creation



GAAP



Clerical Support



General Ledger Entry & Maintenance

WORK HISTORY

GLH Construction LLC {Apr 2022-Aug 2022}

accounts payable manager / estimating assistant - 0.5yrs

- General administrative duties
- Processed all invoices, pay applications, charge accounts & credit cards.
- Managed charge accounts like Home Depot, John Deere, Ditch Witch, etc.
- Researched and reconciled vendor statements.
- Completed credit applications and ensured proper, up to date documentation was on file i.e., W9, COI, Lien Waivers, etc.
- Prepared & executed weekly check runs.
- Called in locates before crews started digging at job sites.

Gracon LLC {Feb 2018-Sep 2021}

accounts payable manager - 3yrs

Responsible for Accounts Payable processes for 4 heavy mechanical/industrial construction companies. Duties included but were not limited to:

- Invoice processing including Subcontractor AIA/progress billings for 2 of 4 companies.
 - * Insured Supts and PMs sent the corresponding POs, Subcontracts, etc. for proper invoice entry and routing.
- Researched sales/use tax rates and laws for each job and made sure proper sales/use tax was included on invoices received.
- Filed multiple state sales/use tax and state business license annual reports by deadlines.
- Requested and/or sent W9's, COI's, tax exempt certs, 1099's, WMBE certs, etc. from vendors/Subcontractors.
- Processed company credit cards and expense reports.
- Post Journal Entries to correct jobs/GL Accounts when ETF/ACH was used for payment.
- Managed and maintained all non-job accounts i.e., lawn care, office equipment contracts, IT, janitorial services, etc.
- All duties listed below.

administrative assistant - 0.5yrs

- Insured the lobby was kept clean and presentable.
- Answered, screened and routed phones calls.
- Open, disperse, and send mail/packages via USPS, FedEx, UPS.
- Assisted PMs with submittals, RFIs and various other work.
- Scanned and logged all employee training certificates and sent out reminders for expiring certs.
- Drafted all Subcontracts and Purchase Agreements for PMs. Sent to client once approved by PM and insured all proper documentation was completed/correct when sent back.
- Requested Certified Payroll from all Subcontractors to submit to Owners after confirming accuracy of wage determination, classifications, etc.
- Assisted the Accounting department with reports, audits, data entry, etc.
- Ordered office supplies for the office and shop.
- Managed cell phones and hot spots for office staff and field workers.

Simon Contractors {Jul 2017-Feb 2018}

administrative assistant - 1yr

- Entered trucking hours and pay into HeavyJob promptly to insure timely payment.
- Assisted in Accounts Payable process by submitting invoices while PM was away.
- Sent Invitations to Bid, requested quotes and followed up on un-received quotes.
- Completed additional duties and projects around the office to improve functionality
- * Out of Office: Shadowed Project Superintendent to learn more about dirt work, asphalt, and concrete processes.

CW Keller & Associates, Inc. {Oct 2021-Mar 2022}

accounts payable specialist - 0.5yrs

Responsible for 3-way match Accounts Payable processes for a specialty millwork & fabrication company. Duties included but were not limited to:

- Processed all invoices and credit card transactions for CO location.
- Researched and reconciled vendor statements.
- Worked closely with Purchasing to sort through Received not Invoiced report to get accounts caught up.
- General administrative duties.

Stonebridge Companies {Dec 2010-Jul 2017}

area sales coordinator - 3yrs

guest services agent - 2yrs

breakfast and social hour attendant - 1yr

housekeeping and housekeeping inspector - 1yr

REFERENCES AVAILABLE UPON REQUEST.