

# Catherine Gootee

## **Accountant**

Loveland, CO

[cgootee@comcast.net](mailto:cgootee@comcast.net)

978-471-8318

- Committed/motivated
- Outstanding Customer-Relations
- Superior Decision-Making skills
- Strong Work Ethic
- Professional Demeanor
- Exceptional versatility with the ability to manage multiple tasks in any environment
  
- Extensive QuickBooks experience
- Proficient in Works Suite Programs
- Detail-oriented

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Project Accountant**

First Nick Companies - Woburn, MA

October 2016 to January 2019

All aspects of AP/AR. Including;AIA billing,certified payroll, cc and bank reconciliations, receivable collections

Monthly reporting, general ledger maintenance

Forecast and planning

### **Contract/ Office Manager**

Suburban Glass and Mirror Co. Inc. - Maynard, MA

February 2013 to October 2016

General Contractor with numerous State and local contracts.

First point of contact for Customers and Subcontractors. AIA contracts, lien releases and extensive state contract experience. Ability to multi task in any environment. Team player.

### **Office Manager/ Project Lead**

Custom Coatings, Inc - Fort Collins, CO

January 1990 to October 2010

Commercial paint contractor - Specializing in restaurant remodels, new construction.

\* In charge of all aspects of employee's payroll, and all HR duties including creating the company's first employee manual, creating a fall safety plan and implementing OSHA training procedures

\* Processed accounts receivable and accounts payable. Assisted in all areas of administrative work including data entry, all office duties, and customer contact

\* Estimating including reading blueprints to order materials and determine man hours required to complete tasks

## Education

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### **Bachelor's in Business Administration**

Nichol's College

May 2014

## Skills

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Sage 100 (4 years), Quickbooks, Bookkeeping, Front Office, Accounting, Accounts Payable, Accounts Receivable, Data Entry, Filing, Payroll, Sage, AIA, Financials, Excel, Billing, Outlook, Scheduling, Office Management, Word

## Certifications/Licenses

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### **Driver's License**