

P. Christy Warren

Thornton, CO 80241 Cell: 469-744-0387 christyw@nxtsm.com

Career Focus

Accomplished accounting professional with broad-based background in highly competitive and dynamic organizations. Recognized as a decisive leader and excellent team player.

Summary of Skills

- * Accounts Payable
- * Accounts Receivable
- * Payroll / HR
- * Purchasing and receiving
- * Collections
- * Bank reconciliations
- * Proficiency with Microsoft Office Suite
- * Experience with Great Plains, SPS, MAS90, QuickBooks Premier and QuickBooks on-line accounting systems

Professional Experience

Bookkeeper in QuickBooks

April 2023 - Jan 2025

Vivid Engineering Group, Inc.

- Entered bills in QuickBooks then paid them through a bank application
- Bank and credit cards reconciliations for about 80 people
- received checks and did electronic deposits

Bookkeeper

Jan 2022 – March 2023

Stone & Concrete, Inc., Go Direct, Direct Commercial, Direct Concrete, JVG Equipment, Casa Grande Real Estate, Stone & Concrete Residential

- Responsible for full charge bookkeeping for all 7 companies
- Pull info from House Call Pro and enter into QuickBooks

Purchasing Assistant

Dec 2020 – Nov 2021

The Stone Collection, Denver, CO

- Issue purchase orders for materials as needed for sales staff along with master orders
- Worked with vendors to reconcile their accounts
- Collected documents and combined into a pay packet for accounts payable
- Updated sailing and ETA dates using container numbers

Accounting Specialist

Jan 2020 – Dec 2020 (Covid layoff)

BSI Designs/English Manufacturing/Colorado Custom Stone, Denver, CO

- Issued purchase orders for natural stone materials
- Issued invoices to customers using comprised data from engineering
- Received payments into the system
- Filed sales tax for approximately 20 states

Office manager / Full charge bookkeeper

August 2015 – December 2019

Turbine Aircraft Services, Inc., Turbine Aircraft Marketing, Inc., Turbine Aircraft Components, LLC

West Texas Executive Leasing, Addison, TX

- Collected mail and processed it
- All aspects of accounts payable and receivable.
- Ran payroll with QuickBooks and set up direct deposits for employees
- Collect payments and make remote deposits

Accounts Payable / Receivable

September 2006 – March 2011

Product Handling Design, Inc. – Overhead crane fabricator and installer, Carrollton, TX

- Recorded payroll in a per job format to get proper job costing numbers
- Managed job costing data while working with the engineers
- Responsible for billing customers from a collection of vendor invoices
- Ran a weekly vendor check run
- Reconcile all A/R and A/P accounts
- Assist controller with month end processes

Assorted duties

February 2004 – May 2006

Robert Half Account Temps – Temporary Accounting Firm, Centennial, CO

- Weight station attendant – collected fees and closed daily books
- Colorado Board of Realtors – compiled data to come up with a winner
- RS&S – set up a new office and ran all accounting according to GAAP
- ProSource – entered new pricing from vendors and brought all A/P to date

Previous experience

Stone import manager, import/export clerk at Transoceanic Shipping Co. in Kenner, La