

Danielle Dalla

Project Accountant

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An experienced financial associate with more than 25 years in bookkeeping, accounting, cost control management. A leader of multiple highly successful outcomes. Proficient with many software systems and professional environments. Well rounded and experienced professional striving to contribute a tireless work ethic and skills to the benefit of a company.

Authorized to work in the US for any employer

Work Experience

Controller

Mountain Valley Floors

April 2019 to February 2022

- Office and personnel management
- Monthly financial reporting creation, bank borrowing base completion, general ledger review, balance sheet reconciliation, cash flow projections
- Bank Reconciliations, credit card reconciliations
- Accounts Receivable review/progress billing/monthly statement review
- Accounts Payable input, coding invoices, job costing, subcontractor review for accuracy on progress billing, check runs, statement review and balance
- Payroll administration, timecard entry for job costing, deduction balances, certified payroll when required, payroll taxes monthly, quarterly and annually reporting. Garnishment/child support management, multi-state payroll
- Human Resource management, health insurance, employee orientation, safety manual review, MSDS updated.
- Monthly Work in Progress reporting, job costing, provide monthly project control budget information, KPI Financial Reporting for officers
- Managed accounting and supervised project operations, supervised project expenses and project plans
- Project close out, material tax reporting

Controller/Project Accountant

Benchmark Electrical Solutions

March 2018 to April 2019

- Office and personnel management
- Monthly financial reporting creation, bank borrowing base completion, general ledger review, balance sheet reconciliation, cash flow projections
- Bank Reconciliations, credit card reconciliations
- Accounts Receivable review/progress billing/monthly statement review
- Accounts Payable input, coding invoices, job costing, subcontractor review for accuracy on progress billing, check runs, statement review and balance

- Payroll administration, timecard entry for job costing, deduction balances, certified payroll when required, payroll taxes monthly, quarterly and annually reporting. Garnishment/child support management, Multi-state payroll.
- Human Resource management, health insurance, employee orientation, safety manual review, MSDS updated.
- Monthly Work in Progress reporting, job costing, provide monthly project control budget information
- Managed accounting and supervised project operations, supervised project expenses and project plans
- Project close out, material tax reporting, warranty information

CONTROLLER

ACADEMY HEATING AND COOLING, LLC

May 2014 to March 2018

- Office and personnel management
- Monthly financial reporting creation, bank borrowing base completion, general ledger review, balance sheet reconciliation, cash flow projections
- Bank Reconciliations, credit card reconciliations
- Accounts Receivable review/progress billing/monthly statement review
- Accounts Payable input, coding invoices, job costing, subcontractor review for accuracy on progress billing, check runs, statement review and balance
- Payroll administration, timecard entry for job costing, deduction balances, certified payroll when required, payroll taxes monthly, quarterly and annually reporting. Garnishment/child support management.
- Human Resource management, health insurance, employee orientation, safety manual review, MSDS updated.
- Monthly Work in Progress reporting, job costing, provide monthly project control budget information
- Managed accounting and supervised project operations, supervised project expenses and project plans
- Project close out, material tax reporting, warranty information

CONTROLLER

AIR COMFORT INC

December 2003 to May 2014

02/2007 - 05/2014

- Office and personnel management, 5-10 employees
- Monthly financial reporting creation, bank borrowing base completion, general ledger review, balance sheet reconciliation
- Bank Reconciliations, credit card reconciliations
- Accounts Receivable review/progress billing/monthly statement review
- Accounts Payable input, coding invoices, job costing, subcontractor review for accuracy on progress billing, check runs, statement review and balance
- Payroll administration, timecard entry for job costing, deduction balances, certified payroll when required, payroll taxes monthly, quarterly and annually reporting - 50-100 employees
- Human Resource management, health insurance, employee orientation, safety manual review, MSDS updated.
- Monthly Work in Progress reporting, job costing, provide monthly project control budget information
- Managed accounting and supervised project operations, supervised project expenses and project plans
- Project close out, material tax reporting, warranty information
- Work compensation management, report of injury contact, management of claims
- Safety officer, evaluation of proper safety regulations and OSHA guidelines

- Annually work with outside Auditing firm for full year reviewed financials
- Pre-qualifications and resumes for large commercial project approval

PAYROLL CLERK

POUDRE VALLEY HEALTH SYSTEMS

May 2007 to September 2007

- Employee relations
- Time clock management/training
- Bi-weekly payroll processing - over 3000 employees
- Garnishment/Child Support management
- Payroll adjustments as requested per employees
- Completed review of payroll time entries for shift employees/staff adjusted pay rates as required for each department
- Point of contact for division management on proper payroll administration per the department requirements

BUSINESS MANAGER

NORTHERN COLORADO AIR, INC

February 1998 to December 2003

05/2005-11/2006

- Office and personnel management, 5-10 employees
- Bank Reconciliations, credit card reconciliations
- Accounts Receivable review/progress billing/monthly statement review and collections
- Accounts Payable review/monthly statement review
- Payroll administration, timecard entry and review, employee account administration, garnishment/child support, payroll taxes weekly, monthly, quarterly reporting
- Human Resource management, health insurance, employee orientation
- Policy and procedures creation and updating as necessary
- PDP personality profile for all new employees/ with full review

Education

Rocky Mountain High School

1994

Skills

- PAYROLL (10+ years)
- ACCOUNTS PAYABLE (10+ years)
- ACCOUNTS RECEIVABLE (10+ years)
- CREDIT (10+ years)
- ACCOUNTING (9 years)
- FINANCIAL REPORTING (9 years)
- ACROBAT (Less than 1 year)
- Quickbooks

- Financials
- AIA
- Bookkeeping
- Construction
- Microsoft Excel
- General Ledger Reconciliation
- Bank Reconciliation
- Account Reconciliation

Certifications and Licenses

Driver's License

Assessments

Managing accounts in QuickBooks — Expert

May 2022

Using QuickBooks software to manage business financials

Full results: [Expert](#)

Accounting skills: Bookkeeping — Proficient

November 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Attention to detail — Proficient

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

December 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Office manager — Proficient

December 2020

Scheduling and budgeting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Professional Skills

- Bookkeeping
- Organizational financial systems
- Accounts Payable
- Accounts Receivable
- Payroll
- Human Resources
- Financial reporting
- Detail-oriented
- Verbal and written communication
- Project management
- Organizational management
- Leadership management
- Colorado State Notary Public
- Colorado Mechanics Lien Law

Technical Applications

- CUC accounting/project management software
- Quickbooks
- Peachtree
- Jonas Software accounting
- Vertical Market Software
- Microsoft Office
- Excel/Word/Publisher/PowerPoint/Project/PDF Writer
- PDP personality profile software
- Paychex payroll
- Avitas Group payroll/Human Resource software
- Buildertrend Builder Software
- Journey Payroll Systems
- Oracle/Textura
- Procore Construction Software