

Denise Basteiro

Morrison, CO 80465

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SUMMARY OF PROFESSIONAL QUALIFICATIONS

Project Accounting, Multi Company bookkeeping, Progressive Billing, Sub-ledger reconciliation
Lien Waivers, A/P, A/R, Payroll, Monthly Accounting Analysis, OSHA Reporting
Inventory Control, Monthly End Close, Yearly Audits, Multi State Sales Tax, Construction Accounting

COMPUTER SKILLS

Microsoft Word, Excel, Powerpoint, Publisher, Textura, Foundation, View Point
QB-desktop, QBO, OGSYS, Excalibur, MAS-90, Energy-link, Procore, eCMS

PROFESSIONAL EXPERIENCE

Assistant Controller/Project Accountant March 2022 to Present **CFC Construction 14062 Denver W. Pkwy Golden, CO 80401**

- Prepare monthly AIA billings & Set-up Subs for SOV in View-Point & Textura
- Full Cycle Accounts Payable & Accounts Receivable
- Financial Preparation and Review with the President
- Manage all unconditional and conditional lien waivers for each project
- Prepare Monthly Journal Entries & Reconciling Sub-ledgers
- Processing monthly WIP report for month end close
- Monthly Bank Reconciliation
- Assist in monthly forecasting and budgeting with PM
- Monthly reconciliation of Sub-ledgers, to include accruals
- Execute budget allocations within project phases
- Reconcile and enter monthly progress payments (percentage of completion)
- Preparation of in house Bi-Weekly payroll to include 401k contributions & Pay Taxes
- Perform the Functions of Controller for CFC Concrete
- Currently performing Assistant Controller Functions as CFO & Controller left

Sr. Accountant/Controller with \$8M in Revenue July 2017 - May 2021 **180 Innovations-HBB 11100 W. 8th Ave. Lakewood, CO**

- Full Cycle Accounts Receivable, Cash Reconciliation daily
- Filing quarterly multi State Sales Tax
- Tracking Fixed Assets for monthly Depreciation
- Tracking and recording Co-op advertising
- Prepare and book all monthly Accruals and Journal Entries
- Processing letters of credit for offshore manufacturing plant
- Assist in inventory control monthly and for yearly audit
- Monthly forecasting and budgeting
- Monthly reconciliation of Sub-ledgers
- Preparation and calculation of Financial Borrowing Base
- Full Cycle A/P to include semi-weekly Expense Reports
- Preparation of month end accruals, journal entries and close

Project Accounting & Payroll Manager May 2016 - June 2017
Kirk Erectors, Inc. 150 Capital Dr. Golden CO 80401

- Union Payroll to include calculation of union fringes and deductions
- Union monthly reporting multi-State
- Retained additional cash by utilizing all discounts available for A/P
- Full Cycle Accounts Payable & Accounts Receivable
- Reconciliation of Pension fund and union dues accounts
- Sales and use tax reporting to include tax returns
- Collaborate with safety manager ensuring all employees had proper safety equipment
- Cost Accounting and budgeting input for all projects
- Collaborated with estimating for union payroll costs on all projects
- Preparation and implementation for progressive billing (percentage of completion)
- Facilitated strategic PM meeting to assure project came in on time & within budget

Contract Administrator/Service Coordinator Oct 2014 - February 2016
Meridian Fire & Security 7173 S. Havana St, Centennial, CO

- Master contract review for new contractors and construction companies
- Securing the proper bonds, licenses and badging for GSA, State & Federal projects
- Maintain all information for progressive billing at month end
- Prepared Schedule of Values for A/R invoicing and reviewing all purchase orders
- Prepared all Pay applications, lien waivers and progressive invoicing for monthly payments
- Project coordinating bonds, payouts documents, COI's and financial docs for payments and closeout
- Compiling O&M's and Close-out documents for final payment
- Strategic scheduling of commercial fire inspections to help save money & resources
- Preparation of OSHA reports 300, 300A, 301

Accounting Consultant August 2003 - Dec 2014
Denise Basteiro-LLC, 12514 W. Grand Dr., Morrison, CO

- Negotiate with vendors to secure the most favorable payment terms for accounts payable.
- Review OSHA reports and workers' compensation claims to negotiate a reduced rate.
- Audit fleet vehicle insurance ensuring premiums are competitive and annual rates are reasonable.
- Maintain field equipment inventories and upkeep schedules.
- Audit A/R partnership prepayments
- Monitor prepayments made to external operators for accuracy verification.
- Quarterly budget analysis as property acquisition expands.
- Reconciliation of Sub-ledger accounts
- Bookkeeping functions for small businesses
- Year end tax reporting of 1099, W-2 and K-1
- Preparation of tax returns for clients at year end

EDUCATION

University of South Florida - Accounting
University of Denver -Tax Accounting and Corporate Classes