



JANNET VALERIO

BOOKKEEPING

Profile

Highly organized and detail-focused with ten years of experience as a meticulous bookkeeper and billing specialist, alongside valuable assistance to the head accountant. I have consistently demonstrated my abilities for rapidly obtaining new skills and consistently delivering assignments punctually with a high degree of accuracy. I am eager to embrace new challenges and excited about my potential for further growth within a company.

EXPERIENCE

2014 - 2022

OFFICE MANAGER/BOOKKEEPER- MACIEL CONCRETE INC

- Entire bookkeeping cycle (transactions, journal, ledger, trail balance, income statement, closing balance sheet and opening balance sheet).
- Process payroll weekly including certified payroll, prevailing wage, reimbursements and per diem when applicable. (Experience processing payroll bi-weekly and monthly).
- Set up project and track project budget.
- Assign work order to all projects and provide a purchase order on all transactions.
- Collaborating with the team to verify all transactions and obtain approvals to pay invoices in a timely manner.
- Process checks and mail to subcontractors and vendors.
- Reconcile invoices, do diligent expense monitoring, and precise record-keeping.
- Preparing and distributing essential supporting documents for audit procedures.
- Quoted Billing, Time and Material Invoices, Progressive Billing, Contract Billing, and AIA Pay Application.
- Schedule and confirm meetings, requested estimates and job start dates.
- Renew contractor license yearly to all nearby cities that the company operates in, and vehicle registration renewal.
- Apply for right of way permits, submit traffic control, and coordinate inspection with assigned field inspector and foreman.
- Keep workers' compensation and general liability insurance up to date with the correct limits and endorsements required.
- Request certificate of insurance from all subcontractors and keep each file up to date.
- Respond to any inquiries via company email and cell phone with both calls and texts.
- Schedule and confirm meetings, requested estimates and job start dates.
- Daily communication with dispatch to order concrete or asphalt and track inventory of material ordered and delivered.

SERVICE CORDINATOR - LE ELECTRIC INC

2022 - 2023

- Process payroll weekly including certified payroll, prevailing wage, reimbursements and per diem when applicable. (Experience processing payroll bi-weekly and monthly).
- Enter and post cash receipts, create and track posting journal.
- Set up project and track project budget.
- Quoted Billing, Time and Material Invoices, Progressive Billing, and AIA Pay Application.

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☎ 720-270-0331

EDUCATION

- Notary Public-State Of Colorado
- Arapahoe Community College
 - Associates Degree-In progress
 - Bookkeeping Certificate
 - Accounting Clerk Certificate
- Bear Creek High School
 - High School Diploma

QUALITIES

- Fast Learner
- High Work Ethic Integrity
- Organized
- Strong Communication Skills

SKILLS

- Bilingual in Spanish
- 10 Key Typing
- QuickBooks
- Stripe
- Square
- Word, Excel and PowerPoint
- Microsoft Teams
- Adobe Acrobat
- Viewpoint/Procontractor
- BuilderTrend
- Dext
- SAP Concur
- Clockify
- Mjobtime
- Slack
- Monday.com
- Asana