

Jonathan Lewis

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Objective

Accounting professional with over 10 years of experience across small business and mid- to large-sized companies. Recognized as a self-sufficient, proactive contributor who thrives in fast-paced environments and quickly adapts to new challenges. Skilled in payroll administration, payroll processing, certified payroll reporting, and financial report management. Adept at leveraging automation to streamline workflows, improve accuracy, and reduce manual effort while ensuring compliance with reporting standards. Experienced in collaborating across departments, managing complex projects, and implementing efficient solutions that support business growth and operational excellence.

Work Experience

Staff Accountant

NG Companies- Mead, CO

August 2023 – September 2025

- Managed AP clerk who worked primarily with AvidXchange, was lead administrator for Avid. Reviewed all bills prior to batching over to NetSuite. Managed 60+ credit cards ensuring proper coding and complete importing into NetSuite.
- Developed templates in Excel which allocated reoccurring expenses to respective departments. Also set up automated depreciation scripts to run each month in NetSuite.
- Took lead on setting up a direct link between Paylocity and NetSuite saving 5+ hours of weekly work booking payroll into GL.
- Developed new month end processes by utilizing Microsoft Offices applications effectively shortening month end deadlines, led training meetings to help tailor processes to each individual person's tasks.
- Reconciled GL Accounts, analyzed financial statements, made adjusting entries, including intercompany entries.

Owner

JJ Home and Lawn – Longmont, CO

May 2015 - Present

- Started a landscaping company on my own from ground up, flourished into four crews consisting of 12 employees all at full time hours. My role with company changes as I take on new opportunities.
- Applied and filed all state licenses. Pandemic loan applications, and Tax requirements.
- Wrote the company's policy & procedure manuals and employee handbook; updated, revised, and overhauled where needed.
- Administered and directed all aspects of companies planning/development strategies; drove forward new business development through in-depth analysis of clients' needs and requirements to promote growth and enhance revenue.
- Planned and executed comprehensive marketing strategy to successfully ignite growth and profits. Increased revenues and decreased expenses through streamlining procedures and implementing cost cutting measures.

AP and Payroll Manager

Kiosk Information Systems– Louisville, CO

July 2022 – August 2023

- Managed AP operations including incoming Emails, vendor relations, appending spending approvals, invoice entry into Sage 100, total monthly volume was 1000+ emails, 400+ invoices.
- Cleaned up General ledger and caught company up from 3 months behind, negotiated new vendor terms with many of their vendors
- Multi State Payroll for 160+ employees using Paylocity, updated and ensured company was following all tax laws by state
- Managed new hire tasks, including benefits administration, also managed termination processes.

Accountant, HR Generalist, IT Assistant

Kapteyn Murnane Laboratories, Inc - Boulder, CO

March 2016 to July 2022

- Started as a temp (12-month contract) in the role of AP Clerk yet in 3 months assumed a broad range of responsibilities, surpassing expectations for the type of work usually produced by short- term contract employees.
- Managed all aspects of Accounts Payable and Receivable.

- Facilitated all training programs and department meetings. Extensive experience with recruiting personnel for highly qualified positions.
- Directed employee relations, policy development, training, recruitment, compensation, benefits administration, compliance, and risk management.
- Established new job classifications, descriptions, and pay rates. Recruited, interviewed, and screened job applicants to fill existing job openings.
- Handled unemployment and workers' compensation claims, maintained personnel files, and updated the company's affirmative action plan.
- Ensured and maintained ethical accounting practices also trained office personnel to follow standard accounting practices.

Education

Mount Mercy University

- Bachelor's degree in business management

Software and systems experience

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- Sage MAS 50, 90, 100, Microsoft Salomon, QuickBooks Desktop and Online, Microsoft Dynamics SL 9.0, NetSuite.
 - ADP, Paylocity
 - Highly proficient in Microsoft Office 365 including writing code within Excel. Proficient in Mac office. Proficient in HTML web page development, SWIFT program coding.

Volunteer work

Community Food Share

- Boxed canned food for shipment

Longmont Baseball League

- Taught little leaguers the game of baseball and what it takes to become a professional.

OUR Center

- Served food to homeless and cleaned dishes afterwards.

Colorado Cares

- Took phone calls, emails, and texts for people alone or needing someone to talk to during lockdown