

Josefina Martinez

josyemtz@msn.com - (720)235-7423

Accountant

Accounting Professional with extensive experience, providing the support needed to drive the achievement of organizational accounting related business goals and objectives. detail-oriented with strong team leadership and collaboration skills. Bilingual in Spanish.

Areas of Expertise

- Accounts Reconciliation
 - Journal Entries
 - Month End Close
 - Credit & Collections
 - FullCycle Accounts Receivable
 - Full Cycle Accounts Payable
 - Payroll – Certified Payroll
 - Construction Accounting
 - Regulatory compliance
 - Business Process Improvement
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Professional Experience

Senior Corporate Accountant

Lucero Pool Plaster and subsidiaries

Oct 2022 – Present

- Full Cycle accounting,
- overview of payroll and payroll audits for 2 subsidiaries
- Colorado payroll and filing
- Set up new customers, projects, estimates
- Job costing
- JE/General Ledger
- Month end - Year end close.
- Company Bank transfers
- 1099 - w9's subcontractors
- W2 employees
- New hire onboarding process
- Supervise accounting team.
- Company insurance
- COI request
- NetSuite implementation

Corporate Accountant

SSR Mining, Inc.

Nov. 2021 – Sept -2022

- Full cycle accounts payable, payments every two weeks utilizing SAP, Great Plains, Concur, and Global pay. Multiple currencies like Australian, Canadian, Euros, Dollars.
- Reconciled, coded, and uploaded credit card expense reports for 15 employees.
- Reconciled accounts payable for month end process
- accrual journal entries and adjustment entries
- External and Internal audit support
- Processed and filed subcontractors 1099 for year end.

Accountant – Office Manager

Gold Resource Corp & Subsidiaries - mining industry

Apr. 2015- Oct. 2021

- Full cycle accounts payable, payments every two weeks utilizing NetSuite.
- Reviewed- Coded and Processed Credit Card -Expense Reports for 20 Employees.
- Processed – file subcontractors 1099 report for year end.
- Sales and Used Tax - U.S. and Canada
- Weekly Cashflow for all subsidiaries
- Month End accrual and intercompany journal entries
- Reconciled various bank accounts.
- Supported Quarterly and Year end Audits- External – Internal
- Employee Benefits - Administrator
- Onboard new hires
- payroll U.S. Corporation – Paychex and Canada Corporation - Pay works.
- Payroll Journal Entries
- Implementation support to NetSuite accounting program

Accountant – Regional Business Administrator

Mistras Group Eng. – Oil and Gas CO. - Denver CO.

Apr. 2011 – Mar. 2015

- Supervised various Administration offices: Denver CO, Salt Lake City UT, Wyoming
- High Volume Accounts Receivable (Chevron), and collections.
- Overview - Accounts Payable – three-way P.O. match.
- Trained New Employees in payroll, accounts payable, accounts receivable.
- Process Electronic Per Diems
- Supported -Payroll Department and Reviewed Payroll Reports
- Overview Human Resource Department
- Overview Month End - General Ledger
- Administrator for Gas Credit Cards

Finance Director

Colorado Statewide Parent Coalition Westminster CO.

Oct. 2008 – Apr. 2011

- full cycle Accounts Payable
- full cycle Accounts Receivable, Federal, State, Private Invoices.
- Payroll and Payroll Tax reports
- Month End
- Prepared – Reviewed Financials
- Human Resources Dept. Coordination
- Special Projects support
- Implementation support to Sage accounting program

Assistant Business Manager

New Venture Radio Station. Aurora, CO.

Oct 2006- Oct 2008

- Accounts Receivable
- Collections
- Accounts Payable support
- Human Resources support
- General Office duties
- Special Projects

Accountant - Office Manager

Portillo Construction Lemon Grove CA

May 2003 - Aug 2006

- Full Cycle Accounts Payable – Accounts Receivable
- Journal Entries -General Ledger
- Job Costing
- Certified Payroll and Tax Reports
- 1099 and W2
- Bank Reconciliation
- Month End
- Collections
- Human Resource
- Implementation support for American Contractor accounting system

Education

Master of Business Administration- Management
Bachelor of Accounting
Colorado Notary Public

Argosy University, Denver CO.
National University, San Diego CA.

Technical Proficiency

NetSuite, Concur, Global Pay, American Contractor, Sage, QuickBooks,
Share-point, Box, Microsoft Office.