

K

4457 Shubert Drive | Loveland CO 80538 | 970-988-2518 | tycodi@msn.com

OBJECTIVE

To work for and grow with a stable company, utilizing my knowledge and current skills while learning new skills and become more advanced. My accounting background includes multiple software including Sage Masterbuilder, Sage Timberline and Quickbooks amongst others.

SKILLS PROFILE

- Payroll knowledge including all tax payments, direct deposits, garnishments etc
- Implemented the hiring process and all HR duties for small company working with both union and no union employees
- Complete understanding of Accounts Payable/Accounts Receivable including invoicing, collections, bank deposits, reconciliations, monthly budgeting, forecasting, and all major bookkeeping duties
- Complete understanding of Office Management including but not limited to, Receptionist, IT, Accounting, HR, Travel Coordinator and Project Coordination

EMPLOYMENT HISTORY

Accounting Manager - Design Build Contractor

3/25/2022 - Currently

Timnath, CO

- Processing monthly invoices to homeowners, process receivable payments
- Input and process accounts payable invoices/payments and track lien waivers
- Maintain W9's, Subcontractor insurance, work closely with insurance company on all new projects, yearly workers compensation audit/GL audit
- Work closely with CPA to produce financial statements and assist with year end taxes for multiple business entities
- Reconcile all credit cards, multiple bank accounts for multiple business entities and owner

Bookkeeper - General Contractor

3/01/2021 - 3/22/2022

Windsor, CO

- Accounts receivable including bank deposits, weekly and monthly billings
- Weekly payroll and quarterly/yearly tax filings
- Fleet Management including registration, insurance, and all maintenance
- Accounts Payable data entry, processing payments and sales tax reporting

Accounting - Heavy Equipment

1/01/2017 - 10/27/2017

Loveland, CO

- Accounts receivable including bank deposits, weekly and monthly billings,
- Bi-weekly payroll through outsource company
- Fleet Management including registration, insurance, and all maintenance
- Accounts Payable including weekly check runs and problem solving
- Tracking rental equipment working close with sales team
- Support inside sales team as needed as well as mechanics

Office Manager - Government General Contractor

8/30/2005 - 4/21/2015

- Daily office management including all aspects of HR/Payroll for union/non union employees, direct deposits, tax payments, processing garnishments, new hires, e-verify, workers compensation, unemployment
- IT duties including maintaining main server and back-up servers and working closely with outside IT company to implement new software and or work on any major issues (on call 24 hours)
- Maintaining all professional licenses and applying for any new applicable licenses
- Fleet Management including registration, insurance, and all maintenance on vehicles
- Accounts Receivable/Accounts Payable duties including invoicing, collections, problem solving with vendors and customers
- Bookkeeping/Controller responsibilities including monthly budgets/forecasting, working with President/Vice President on yearly budgets and job forecasting, working with CPA for year end, all financial audits
- Working closely with Project Managers to provide coordination support as needed with drawings, submittals, proposals
- Support to Safety Director and part of safety committee to create and implement training and all safety documents

Project Coordinator - Construction

6/01/2002 - 8/27/2005

Loveland, CO

- Provided Coordination support to 3 Project Managers and Branch Manager
- Accounts Payable invoice routing from main office throughout our branch to receive proper coding and approval
- Monthly job cost reporting to main office on multiple construction projects
- Collections on Accounts Receivable invoices
- Working non job sites to provide support to field, and document control

REFERENCES AVAILABLE UPON REQUEST