

Lisa Hernandez

Experienced

Thornton, CO 80241

lisarose7811@gmail.com

303-859-5201

Effective Project Accountant/Office Manager/Accounts Receivable in an architecture, design and construction industry with 17

years of experience. Well qualified, enhanced bottom-line performance along with a positive attitude. Goal

oriented team player with excellent organizational and time management skills, have follow through, and the

ability to meet deadlines. Highly proficient in Excel, Deltek Vision Accounting and Sage 300 (formerly Timberline) software, Project Link, Project Dashboard, Textura, ProCore, Ariba, OpenInvoice, MS

Outlook, MS Word, 10-Key by touch and excellent

typist. Outstanding problem-solving abilities, and solid judgment. Strong communication and interpersonal

skills. A collaborative work style with a strong ability to build relationships. Ability to work independently,

negotiate and resolve differences, be flexible, open and responsive to on-going industry changes. A high level

of personal integrity. Knowledge of Microsoft Office programs and Internet.

Demonstrates ability to understand contract terms in relation to fee management.

Strong skills, high level of accuracy, and keen attention to detail.

Ability to work on multiple tasks/projects at the same time.

Flexibility for over-time as needed.

Strong service commitment.

Honest & humble.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Receivable Specialist

Piper Electric Company, Inc - Arvada, CO

March 2016 to Present

Responsible for generating invoices for 106+/- projects for Construction and Service for Electrical Company.

Assist Project Managers in performing project start-up due diligence and in following best practices throughout the project lifecycle.

Provide accurate invoices to clients per contract terms, understand contract terms as they relate to fee

management and payments.

Maintain organized contract and project files. Regularly review project labor and expenses charges with project managers.
Assist with collection efforts.
Monitor analyze and report on a variety of metrics at the project and organizational level.
Provide training to Project Managers regarding financial maintenance of projects.
Provide monthly cost reports to Leadership along with project reporting.

Project Accountant

Gensler Architects - Denver, CO
March 2003 to April 2015

Responsible for AP input & AR for 120-170 of Architect/Interior projects monthly, integrate project work plans, budgets and staffing into accounting system.
Assist Project Managers in performing project start-up due diligence and in following best practices throughout the project lifecycle.
Provide accurate invoices to clients per contract terms, understand contract terms as they relate to fee management and coordinate consultant invoices and payments.
Maintain organized contract and project files. Regularly review project labor and expenses charges with project managers.
Assist Project Managers in forecasting actual vs budget spending and analyze projects to provide actionable inside to project and office leadership.
Monitor accounts receivable and assist Project Managers with collection efforts.
Monitor analyze and report on a variety of metrics at the project and organizational level.
Provide training to Project Managers regarding financial maintenance of projects.
Provide weekly/monthly A/P, A/R, general ledger reports to Leadership along with project reporting.

Office Manager

Architectural Concepts - Denver, CO
November 1998 to February 2003

Responsible for processing bi-weekly payroll, and expense reports for a staff of 10-12.
Answered the switchboard and greeted clients.
Input and processed A/P's, 20 - 50 checks per month.
Assisted Marketing Director in proposal preparation.
Monthly invoicing, project furniture procurement.
Maintained client records and monitored A/R.
Reconciled GL and ordered office supplies.
Worked closely with CPA in preparation of yearly taxes, and quarterly reports.

Education

Accounting Certificate

Pueblo Community College

Skills

- Accounts Receivable (10+ years)
- Billing (10+ years)
- Data Entry (10+ years)
- Microsoft Excel (10+ years)
- Outlook (10+ years)
- Collections (10+ years)
- SAGE 300 (4 years)
- Deltek (10+ years)
- Financials (10+ years)
- Accounts Payable (10+ years)
- Sage (4 years)
- AIA (10+ years)
- Timberline
- Quickbooks
- 10 Key Data Entry
- General Ledger Reconciliation
- Journal Entries
- General Ledger Accounting
- Accounting
- Construction Experience
- Microsoft Office

Certifications and Licenses

Colorado Notary

February 2019 to February 2021