

MELODY BRYAN

Centennial, CO 80111

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Professional Summary

Experienced Accountant with over 25 years of experience in the construction, manufacturing, retail, and property management industry, demonstrating expertise in GAAP, ERP systems, and financial reporting. Skilled in managing complex accounting functions for multiple entities, including payroll processing and restructuring accounting systems into Foundation Software. Known for creating efficient job cost systems and improving financial operations, while collaborating closely with CFOs and operational managers to drive business success.

Work Experience

Corporate Accounting Manager

The Steel Grp/DD Construction, LLC-Centennial, CO

September 2021 to April 2025

Manage accounting for 5 entities, ensuring accurate month-end reporting and balance sheet reconciliation.

Collaborate with CFO for strategic financial planning and execution.

Oversee payroll and tax preparation for 5 entities, maintaining compliance and efficiency.

Implement new accounting system, enhancing financial tracking and reporting capabilities.

Prepare AIA billings and manage accounts receivable, optimizing cash flow.

Streamlined payroll processes across 5 construction entities, handling tax preparations and garnishments while maintaining accuracy in AIA billing and accounts receivable.

Developed and maintained precise job costing analysis systems, enhancing project bidding accuracy and improving work-in-progress reporting procedures.

Partnered with CFO and Operations Manager on strategic financial initiatives, while supervising AP staff and coordinating with CPAs for quarterly reporting.

Restructured accounting workflows by implementing deferred revenue processes and establishing comprehensive insurance record-keeping protocols.

Spearheaded comprehensive financial management for 5 entities, orchestrating month-end reporting while maintaining strategic partnership with CFO for growth initiatives.

Revolutionized accounting workflows by implementing new systems and deferred revenue processes, driving enhanced financial tracking and reporting capabilities.

Independent Consultant

Stowers Accounting Service

March 2020 to September 2021

Guided small businesses in financial organization, enhancing accuracy and compliance.

Filed quarterly taxes, ensuring timely submissions and adherence to regulations.

Supported community with PPP loan applications, facilitating access to essential funds.

Managed accounting operations for small businesses during COVID-19, specializing in PPP loan applications, quarterly tax filings, and financial record optimization

Assistant Finance Manager

Legends Hospitality @ Pepsi Center
October 2019 to March 2020

Supported Finance Manager, enhancing financial reporting accuracy and efficiency.
Established Accounts Payable department, improving vendor communication and payment processing.
Generated detailed sales reports, integrating data from multiple POS systems.
Managed balance sheet reconciliations, ensuring financial data integrity.
Collaborated with managers on financial processes, optimizing reporting workflows.
Established and managed comprehensive Accounts Payable department while streamlining financial reporting processes through POS system integration and vendor management

Staff Accountant

Frictionless World, LLC
November 2016 to October 2019

Managed accounts payable/receivable, ensuring accurate data entry and vendor communication.
Executed customer invoicing, payment applications, and resolved discrepancies for major retailers.
Processed payroll and supported HR onboarding, ensuring compliance and efficiency.
Completed month-end closing, including financial reconciliations and reporting.
Utilized P21 software for transaction management, enhancing inventory evaluations.
Managed comprehensive AP/AR operations, including data entry, reconciliations, and vendor payments while maintaining accurate records for major retail clients like Amazon and Home Depot
Executed monthly closing procedures encompassing journal entries, balance sheet reconciliations, and financial statement preparation while ensuring compliance with accounting standards
Streamlined payroll processing and HR operations through Paychex implementation, enhancing employee onboarding efficiency and maintaining accurate personnel records
Optimized P21 software processes by developing Excel templates for import/export transactions, reducing manual data entry and improving operational accuracy
Conducted inventory evaluations and product analysis while partnering with cross-functional teams to enhance inventory management and reporting processes

Education

GAAP

January 2023 to January 2039

USDOT OSDBU

July 2023 to July 2023

BACHELOR OF SCIENCE in ACCOUNTING

American National University

January 1995 to December 1995

Skills

- Microsoft Excel
- AIA Billing.
- Problem Solving
- Account Reconciliation

- Human Resources
- ERP Systems
- Full Cycle Accounting
- Cash Management
- QuickBooks
- Payroll Processing
- Foundation Software
- Financial Reporting
- Accounts Receivable
- GAAP
- Accounts Payable
- Job Costing
- SAP
- Communication