

# Mary (Nikki) Wiley

## **20 Years of Accounting Experience.**

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20 years of accounting experience. I have numerous tools to bring to the table . When in college I started as a receptionist and my forte in A/R just happened naturally. In 2002 I graduated with my A.A.S as a Legal Assistant but had no intent of ending my career in accounting.

I have experience with just about every aspect in accounting..  
I recently just moved from Nevada to Colorado.

Willing to relocate to: Colorado - -

Authorized to work in the US for any employer

## Work Experience

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### **AR/AP Specialist**

Confidential - Windsor, CO

October 2022 to February 2023

A/R, Credit and Collections:

Responsible for all A/R billing in AIA format; conformance with Contractor billing requirements, including OCIP and LEED.

Invoiced all non-contract and Contract projects and work orders/estimates.

Responsible for setting up job files, including subcontractor contracts, Insurance certs

Produced and executed mechanical liens, provided notaries services and recording " Notice of Liens" ."Release of Liens" with the appropriate County Assessor's' office.

Responsible for filing all taxes, CORD, County taxes. Monthly, Quarterly and annually.

Reconciled receivable accounts, applied finance charges to past due accounts, and collection notices to increase cash flow.

All phases of collections: Called past due accounts, informed manager and owner about potential exposure/loss. Produce 10 day demand letters; file claims on Contractor's Surety/performance bond.

Colorado Notary. My commission expires 10.24.2026

## **Bookkeeper**

Randstad - Las Vegas, NV

April 2021 to June 2022

I had major surgery in February and I took several Temp positions until my neck was healed from my surgery prior to accepting a permanent position. I am ready to move on to a permanent position.

## **Office Mgr/Bookkeeper**

Prowest Steel Contractors, Inc - Las Vegas, NV

November 2017 to November 2019

Handled general office administration, including all Administrative Duties and fulfilled clerical activities including answering phones.

Responsible for payroll; collecting all employees time cards.

Processed weekly through Paychex. and entered into Quickbooks.

Processed billings/invoicing to General Contractors in AIA format including preparing certified payroll when applicable.

Reconciled all Bank Accounts and verified A/R and A/P accounts .

Reconciled all receivable accounts with the monthly statements provided by vendor.

Produced and entered all invoices to AP and then I did all check runs included joint checks.

Processing the correct lien release.

Responsible for collecting receipts from employees to reconcile company credit cards and reimbursed either with company check or petty cash

Set up and entered jobs into QuickBooks and prepared job files for new jobs.

Produced all timely pre-liens (right to lien), lien releases on Jobs.

Provided soft collections services.

Responsible for posting daily bank deposits.

Processed all commercial credit applications.

Provided administrative assistance to President.

Process all license requirements and certifications for Company.

Produced copies of W-9,1099 and all license requirements.

Maintained and supervised office operations.

Managed payroll Including certified payroll as required.

Responsible for outgoing communications.

Managed annual Insurance Audits for General Liability Insurance and Workers Compensation.

Assistant Credit Manager

## **Assistant Credit Manager**

QED Electric - Las Vegas, NV

January 2010 to December 2010

Responsible for processing commercial credit applications for Nevada, Colorado, Arizona and Utah branches.

Provided conditional, unconditional progress and final releases.

Provided Vendor packets; copies of W-9, and any license requirements.

Responsible for setting up job files, Processed back up information for attorney after 15 day Intent to lien. Prepared and verified conditional, unconditional progress and final waivers/releases.

## **Credit Assistant**

H&E Equipments Services - Nevada, CA

January 2008 to December 2009

Responsible for processing all commercial credit applications for California, Nevada, Arizona and Utah branches.

Provided conditional, unconditional progress and final releases.

### **Account Receivable Specialist**

Western Sign & Flag - Las Vegas, NV

August 2008 to February 2009

A/R, Credit and Collections:

Responsible for all A/R billing in AIA format; conformance with Contractor billing requirements, including OCIP and LEED.

Invoiced all non-contract projects and work orders/estimates.

Provided Vendor packets; copies of W-9, and any license requirements.

Responsible for setting up job files, including subcontractor contracts, Insurance certs

Responsible for procuring pre-lien information, processed "right to lien", 15 day Intent to lien. Prepared and verified conditional, unconditional progress and final waivers/releases.

Produced and executed mechanical liens, provided notaries services and recording " Notice of Liens" and "Release of Liens" with the Clark County Assessor's' office.

Reconciled receivable accounts, applied finance charges to past due accounts, produced monthly statements, and collection notices to increase cash flow.

All phases of collections: Called past due accounts, tracked changes; informed manager and owner about potential exposure/loss. Produce 10 day demand letters; file claims on Contractor's Surety/performance bond. Filed complaints with State of Nevada Contractors Board, and State of Nevada Insurance Division.

Produced and implemented Credit Applications and personal guarantee.

Responsible for all daily bank deposits.

### **Purchasing Lead**

Sequoia Electric, LLC - Las Vegas, NV

September 2007 to July 2008

Responsible for ordering and acquiring all materials for field crews.

Created and processed all purchase orders and material requisition.

Logged all purchased and reconciled orders according to budget.

Responsible for researching and contacting suppliers for best value.

Track materials received, and back ordered items.

Dealt with any supplier issues while providing customer service.

Responsible for correcting over billed items, and credits as applicable.

Responsible for maintenance of entire equipment fleets.

Processed invoices for A/P to manage.

Matched and verified delivery/pick tickets on Purchase orders.

Provided basic administrative duties conducive as a team player.

Answered and directed multi-phone line.

### **A/R A/P Clerk**

Sundance Builders

January 2006 to July 2007

Released checks to vendors.

Responsible for lien releases according to payments released.

Track Vendors up to date insurance and license requirements.

Logged subcontractor's supplier pre-liens (Intent to lien).

Dealt with any vendor issues while providing customer service.  
Responsible for assisting in bank draws for progress billings.  
Responsible for billings/invoicing to builders/ General Contractor.  
Processed joint check releases, and verified amounts.  
Answered and directed multi-phone line.

### **Accounts Receivable Clerk**

Majestic Plumbing - Las Vegas, NV  
April 2004 to October 2006

Responsible for billings/invoicing to builders/ General Contractor  
Responsible for entering options on residential homes/subdivision, and releasing to all foremen and purchasing agents.  
Responsible for processing all deposits / applying checks to invoices.  
Answered and directed multi-phone line.  
Provided customer service to homeowners, and scheduled repair orders.

### **A/P Clerk**

Triple Five Development - Las Vegas, NV  
June 2003 to April 2004

Reason for separation: Resigned due to better job opportunity.  
Responsible for coding and inputting all approved invoices in mass quantities.  
Processed check runs and check request.  
Released checks to vendors.  
Processed all back up on draw summaries for submittal to bank for construction  
Responsible for all lien releases according to payments released.  
Keep track of all vendors' up to date insurance and license requirements.  
Logged all vendor and vendor's' supplier pre-liens (Intent to lien).  
Dealt with any vendor issues while providing customer service.  
Responsible for filing all paid invoices, insurance certificates and pre-liens.

### **Accounts Receivable Specialist/Bookkeeper**

Rockway Precast  
August 1999 to June 2003

Administrative assistant to C.F.O.  
Responsible for all billings/invoicing of over 200 customers.  
Collected over 22 million annually and reduced bad debt by 50%.  
Reconciled all receivable accounts.  
Produced all timely monthly statements, pre liens, lien releases, and collection notices.  
Responsible for all daily bank deposits.  
Processed all commercial credit applications.  
In charge of the MSDS books as the safety coordinator.  
Attended monthly Credit managers meetings as a member of CMA.  
Assisted Office manager with Accounts payable input.  
Answered and directed multi-phone line.

## Education

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### **Associate of Applied Science (AAS) in Paralegal**

College of Southern Nevada - Las Vegas, NV

August 1999 to May 2002

## Skills

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- Microsoft Office including MS Word 50 WPM and Excel (10+ years)
- Quickbooks Desktop. Crystal Reports, Peachtree, Timberline Sage 50, Sage 100 and other window based computer skills. (10+ years)
- Accounting (10+ years)
- Payroll (3 years) Certified Payroll (2 years)
- Credit and collections (10+ years)
- Accounts Payable (9 years)
- Billing (10+ years)
- Filing (10+ years)
- Outlook (10+ years)
- Office and Clerical Experience. (10+ years)
- Construction Accounting Experience (10+ years) (10+ years)
- Accounts Receivable (10+ years)
- Bookkeeping
- Microsoft Excel (10+ years)
- Receptionist (10+ years)
- Credit and Collections. (10+ years)
- Pre-lien. Liens and releases. (10+ years)
- Data Entry
- Computer Literacy
- Management Experience
- Office Management
- Customer Service
- Account Reconciliation
- Accounting
- Paychex
- Bank Reconciliation
- Sage
- Auditing
- Workers' Compensation
- Legal Research
- Accounting Software
- Accounts Payable

- Purchasing
- Balance Sheet Reconciliation
- Microsoft Outlook
- QuickBooks
- Microsoft Word
- Google Docs
- Administrative Experience
- Microsoft Office (10+ years)
- Office experience
- Journal Entries
- SAP
- General Ledger Reconciliation
- Forecasting
- Workers' compensation
- Auditing yearly WC and GL Insurance.
- Employment Tax (Form 940 and federal Form 941 or Form 944)
- English
- Tax Experience
- Construction management software
- Phone etiquette
- Google Suite
- Accounts receivable
- Microsoft Dynamics GP
- SOX
- Financial Statement Preparation

## Links

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<https://www.linkedin.com/in/mary-nikki-wiley/>

## Certifications and Licenses

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### **Driver's License-Colorado**

February 2023 to February 2031

I have my current Drivers license issued in Colorado-no tickets.

### **Notary Public-Colorado**

October 2022 to October 2026

## Assessments

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### **Attention to detail — Proficient**

December 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

### **Work style: Conscientiousness — Highly Proficient**

October 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

### **Work style: Reliability — Expert**

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Expert](#)

### **Sales skills — Highly Proficient**

September 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

### **Attention to detail — Proficient**

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

February 2022

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Typing — Expert**

February 2022

Transcribing text

Full results: [Expert](#)

### **Attention to detail — Proficient**

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

August 2021

Tendency to be reliable, dependable, and act with integrity at work  
Full results: [Proficient](#)

### **Work motivation — Proficient**

June 2021

Level of motivation and discipline applied toward work  
Full results: [Proficient](#)

### **Customer service — Proficient**

November 2020

Identifying and resolving common customer issues  
Full results: [Proficient](#)

### **Legal skills — Proficient**

March 2023

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting  
Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

March 2023

Tendency to be well-organized, rule-abiding, and hard-working  
Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

October 2022

Knowledge of various Microsoft Excel features, functions, and formulas  
Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

October 2022

Using QuickBooks software to manage business financials  
Full results: [Proficient](#)

### **Filing & organization — Proficient**

September 2021

Arranging and managing information or materials using a set of rules  
Full results: [Proficient](#)

### **Legal skills — Proficient**

March 2023

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting  
Full results: [Proficient](#)

### **Working with MS Word documents — Proficient**

July 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

March 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Call center customer service — Proficient**

March 2023

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

### **Project timeline management — Proficient**

February 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Written communication — Proficient**

March 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

### **HR: Compensation & benefits — Proficient**

February 2022

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

### **Real estate — Proficient**

March 2023

Matching listings with specifications

Full results: [Proficient](#)

### **Business math — Proficient**

March 2023

Using basic math to solve problems in a business context

Full results: [Proficient](#)

### **Basic computer skills — Proficient**

March 2023

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

March 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

October 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Administrative support professional fit — Proficient**

March 2023

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

### **HR: Compensation & benefits — Proficient**

February 2022

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

October 2022

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

March 2023

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

March 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

March 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Project timeline management — Proficient**

February 2022

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Verbal communication — Proficient**

May 2023

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

March 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

**Work style: Professionalism — Proficient**

May 2023

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.