

KNOWLEDGE	Treasury	General Ledger	Payroll Reporting
AND	Cash Application	Accounts Receivable	JD Edwards
EXPERIENCE	Financial Statements	Accounts Payable	Microsoft Excel

WORK	<b>FLATIRON CONSTRUCTION CORP</b>	Broomfield, CO	Heavy Hwy/Bridge Construction
EXPERIENCE	Senior Accountant II	Jun 1999 to Jun 2017	

Monitor cash on a daily basis, for multiple bank accounts and entities. Ensure all cash transactions are recorded. Maintaining the day to day control of treasury transactions and authorizing of bank payments. Manage the company's bank accounts efficiently and seeing that all funds were appropriately banked. Worked with bank personnel on new accounts. Reconcile bank statements against the general ledger. Perform basic and advanced accounting functions including financial preparation and analysis, reporting, journal entry creation and posting, general ledger reconciliation and analysis, and accruals. Contribute to Accounts Payable and Accounts Receivable reporting functions to produce accurate expense entries on the financial statements. Preparing billings and applying all cash receipts. Set-up and maintain account numbers for JD Edwards system, including troubleshooting for users. Reporting all issues concerning accuracy and timeliness of financial records to Controller. Identify and assist to implement process improvements/efficiencies within the accounting department. Assist with various audit tasks, including providing support and/or documentation for internal and external audit and ad-hoc reports as needed.

<b>STOCKTON FORD NEW HOLLAND</b>	Stockton, CA	Farm Implement Dealer
Office Manager	Jul 1994 to Mar 1999	

Prepare monthly financial statements in a timely manner through journal entries. Responsible for reconciliation of general ledger and monthly bank accounts. Complete month end close procedures in A/R, A/P, Parts and Whole goods Inventory. Manage department functions to ensure completion by indicated timetables. Maintain Fixed Assets - additions, retirements, and depreciation schedules. Prepare year end audit and provide information as requested by auditors. System Network Administrator - control and update system with any new information, to include training of personnel.

<b>GIURLANI USA INC</b>	Fresno, CA	Specialty Food Distributor
Accounting Manager	Dec 1990 to Mar 1994	
Cost Accountant	Jul 1990 to Dec 1990	

Prepare accurate monthly financial statements on a timely basis through journal entries as required by management. Maintain reconciliations of general ledger accounts. Determine the classification, distribution and receiving accountability of all accounting data. Manage daily activities affecting inventory. Responsible for costing inventory, billing, and processing payables. Supervise physical inventory procedures at warehouse. Maintain Fixed assets - additions, retirements, and depreciation. Prepare annual audit schedules. Work closely with auditors in collecting information as requested. Supervise staff of four, to ensure daily activities meet the respective timetables. Train personnel, prepare annual employee evaluations, with merit increase consideration.

<b>MCLANE WESTERN INC</b>	Longmont, CO	Wholesale Dist-Convenience Foods
Senior Accountant	Oct 1987 to Jun 1990	

EDUCATION	Columbia College - Aurora, CO (ext location) -- Bachelor of Science in Business Administration with concentration in Management
	National College - Rapid City, SD -- Associate of Science in Accounting