

Paul Provenzano
10932 6th Street NE, Blaine, MN. 55434
612-308-8682 Paul.p.provenzano@gmail.com

Accounting Estimating Support and Administrative Coordinator

Highly qualified manager with over 22 years of professional administrative and office management expertise in Accounting, Human Resource assistance, Payroll, Estimating Administration and AP/AR positions. Honed skills in Construction Administration, Accounting, Estimating Admin. Experience with in-house and outsourced payroll in multiple States, including all Federal and State tax reporting and related mandatory submissions. Experienced with Government, State and Federal, administrative projects and reporting procedures. Ability to manage multiple tasks in a pressured environment or to work diligently on high risk assignments with measured success. Analytical, detail oriented with strong organizational skills, time management, problem resolution and communication skills.

- Month, Quarter and Year-end Financial Reporting
- Experienced in Multi-State Payroll/Tax Reporting
- Experienced in Bank and Credit Card Reconciliation
- Experienced in Real-Time Cash Flow Monitoring
- Construction Contract Administration
- Expert Level Prevailing Wage and Compliance
- Project Management Accounting
- Experience dealing with Financial institutions
- Experienced in all phases of AR/AP and Job Costing
- Experienced in Microsoft Office, Sage 300, 100 & QB
- Experience in Textura and ProCore
- Experience in Sales & Use Tax monitoring and reporting.
- Typing: 100 WPM – 10 Key: 120 NPM – Accurate
- Change Orders and Submittals

PROFESSIONAL EXPERIENCE

Retail Contract Group, Inc. –October 2019 – December 2019

- Project Management Assistant
- Take-offs
- Subcontractor Solicitation
- Contract Initiation to Contract Closing including Punch list and Final Payment.

Universal Services - Estimating Support/Payroll

April 2019 to July 2019

- Project Management
- Project Coordinating
- Project Accounting
- Payroll
- Bid Solicitations and seeking Subcontractors, per Scope.
- Concrete take-offs including Highway Heavy, Shotcrete, Curb and Gutter
- Bidding Administration
- New Contract submission to Subcontractors and execution of all contracts and PO's.
- Liaison from PM to Owner Final Plan Approval for Permit
- Submission and tracking of Change Orders and Submittals
- Procurement of Bonds and Insurance

Steiner Construction Services, Inc. – Project Coordinator

August 2018 to April 2019

- Responsible for all Project Coordinating including bid support and procurement of Services
- Project Accounting
- Submission of Plans for Permit and Pre-Construction.
- Bid Solicitations and seeking Subcontractors, per Scope, in out of state areas.

Paul Provenzano
10932 6th Street NE, Blaine, MN. 55434
612-308-8682 Paul.p.provenzano@gmail.com

- Pre-Lien Notice Program
- New Contract submission to Subcontractors and execution of all contracts and PO's.
- Liaison from PM to Owner Final Plan Approval for Permit
- Submission and tracking of Change Orders and Submittals
- Procurement of Bonds and Insurance

Twin City Acoustics, Inc. A/R-Payroll Specialist

January 2018 to July 2018

Responsibilities

- Full AR Billing and Deposits.
- Sales Use Tax
- Monitor ALL accounts for balance, bad debt and final payments.
- Full Union/Non Union Payroll & Benefit Submission, Payroll Reconciliation reporting and Job Costing.
- Prevailing Wage and Good Faith Effort Reporting.
- Union Liaison/Reporting/Auditing

Kickin' Korean Kitchen – Part owner/Accountant

June 2017 to Dec 2017

Responsibilities

- Learn Setup of New Business by State Guidelines
- Networking New Business in specific Industry
- Manage all business expenses and forecasting
- Keep all GL's and financials reports to determine profit and loss.

LS Black Constructors, Inc.

1999-2017

Accounting and Admin

- Analysis of Monthly and Quarterly Financials presented to the Board of Directors for business development direction and decisions.
- Full Payroll (Union/Non Union) and all reporting/reconciliations.
- Job Costing
- Supported two sister companies and all financial tracking.
- Qualified Business Partners as Small Business
- Sales & Use Tax
- Monthly Workman's Compensation reporting and annual audits with often zero discrepancies.
- Responsible to oversee and execute all AP and AR functions, including balancing on-line payments as company Accounting manager, making sure AP and AR balanced with financials.
- Prepared and provided all balance year-end Financial Statements and supporting documentation for year-end audits to Company CPA.
- Full estimating Support.

Past Notables

United States Navy

December 1988 to July 1993

Accomplishments

- 4 Years of Naval Accounting Classes for Budgeting, Grants and Squadron/Shore Service accounting procedures.

Paul Provenzano

10932 6th Street NE, Blaine, MN. 55434

612-308-8682 Paul.p.provenzano@gmail.com

- 3 ½ years of hands on accounting in VFA86 applying school training in real time on the job.
- Veteran and service in Desert Shield and Desert Storm
- Honorable Discharge