

VALERIE PARSONS

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Professional Summary

Experienced accounting professional with expertise in construction and multi-location environments. Skilled in AP, AR, general ledger, job costing, payroll, reconciliations, budgeting, and financial reporting. Proven ability to strengthen financial controls, improve accuracy, and support operational profitability.

Work Experience

Accountant | Private Equity Company | 2025–Present

- Managed full-cycle AP/AR, invoicing, payments (checks, ACH, wires), cash application, and reconciliations
- Processed sales/use tax, vendor maintenance, W-9 compliance, and discrepancy resolution
- Supported month-end close, accruals, and AR/AP reporting
- Processed biweekly and semi-monthly payroll; prepared year-end W-2s
- Systems: QuickBooks Online, Google Sheets, Google Docs, Square, ESI payroll system

Full-Time Caregiver & Fiduciary | Veterans Administration | 2015–2024

- Managed VA program funds, financial records, audits, and compliance
- Held General/Medical Power of Attorney; oversaw all financial, legal, and benefit matters

Controller / Accountant (Part-Time) | Z-Craft, LLC | 2017–2018

- Managed AP, AR, GL, reconciliations, and financial reporting
- Prepared financial statements, forecasts, and customer invoices
- Audited QuickBooks files; managed 1099/W-2 compliance

Controller | Sakakawea Ventures, LLC / Trisun Energy Services | 2013–2015

- Directed daily accounting, payroll, GL reconciliations, and HR oversight
- Prepared journal entries, financial reports, and year-end 1099/1096 filings
- Managed deposits, payroll, and customer follow-ups

Controller / Administrative Manager | Bison Oil Well Cementing | 2006–2009

- Directed accounting and payroll for multi-state construction operations
 - Managed job costing, labor/material billing, COGS, and sales tax filings
 - Oversaw AP/AR, collections, bank reconciliations, audits, and HR functions
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Education

Bachelor's Degree in Finance | Barnes Business College | Lakewood, CO

September 1991 – August 1992

Business / Psychology / Sociology | Mid-Plains Community College | Nebraska Region

Skills

AP & AR | GL & Reconciliations | Job Costing & Cost Accounting | Payroll Processing & Compliance | Financial Reporting & Month-End Close | Budgeting & Forecasting | Sales & Use Tax | GAAP | QBO desktop & online | Microsoft Office & Google Workspace