

**Victoria Simurda**  
**QuickBooks Certified/ Colorado Notary**  
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## **PROFESSIONAL EXPERIENCE**

### **Implicit Systems**

#### ***Controller/ Office Manager***

**December 2018 - February 2024**

- Processed full cycle accounts payable and accounts receivable invoices.
- Bill paying - matching invoices to checks, obtain all signatures for checks and distribute/mail checks accordingly.
- Researched and corrected discrepancies and responded to vendor inquiries.
- Processed in-house payroll for 10 employees using QuickBooks.
- Contracts and proposal for bidding jobs and new jobs.
- Coordinated with all vendors regarding returns, RMA's and credits.
- Performed all job costing for projects, including change orders and lien releases.
- Processed all W9's and 1099's.
- Generated month-end P&L and payroll reports regularly.
- Performed bank reconciliations and 2 credit card reconciliations monthly.
- Human resource duties included, worker's compensation, 401k administration, employee manual yearly updates, medical/dental insurance, new hire screening and new hire/termination documentation.
- Office inventory, marketing, trade shows, company event planning, answered all incoming calls, all client and vendor communication and maintenance for computer software.

### **PWN Architects - Denver Tech Center, CO (Part Time)**

#### ***Office Manager***

**April 2018 - December 2018**

- Human resource duties included, worker's compensation, 401k administration, employee manual yearly updates, medical/dental insurance, new hire screening, new hire/termination documentation.
- Office inventory, company event planning, and maintenance.
- Answered and returned all incoming calls and client communication.
- Processed accounts payable and accounts receivable invoices monthly.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- Researched and corrected discrepancies and responded to vendor inquiries.

### **VDO Repair/Auto Parts Repair - Nation Wide**

#### ***Office Manager***

**January 2012 - March 2018**

- Reconciled vendor statements researched and corrected discrepancies and responded to vendor inquiries.
- Processed payroll for 5-10 employees, using ADP.
- Performed bank and credit card reconciliations.
- Performed B2B collections.
- Human resource responsibilities included, new hire screening, employee terminations, new hire/fire documentation, created employee manuals.

- Client communication and maintenance, managed all incoming calls, marketing, office inventory, and company event planning.
- Processed full cycle accounts payable (40+ invoices weekly) and accounts receivable.
- Matched invoices to checks, obtained all signatures for checks and distributed accordingly.

**LGS Architects, Inc.** - Irvine, CA

***Office Manager***

**February 2003 - January 2012**

- Processed full cycle accounts payable and accounts receivable 200-400 invoices monthly.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- Researched and corrected discrepancies and responded to vendor inquiries.
- Processed in-house payroll for 25-30 employees, using ADP and Paychex.
- Created all contracts and proposal and coordinated with all vendors.
- Performed all job costing for projects, including change orders and lien releases.
- Processed all W9's and 1099's.
- Generated month-end and payroll reports regularly.
- Performed B2B collections.
- Performed bank and credit card reconciliations.
- Human resource duties included, worker's compensation, 401k administration, employee manual yearly updates, medical/dental insurance, new hire screening, new hire/termination documentation.
- Office inventory, marketing, trade shows, company event planning, answered all incoming calls, client communication and maintenance.

**You may contact any of my past employers with any questions - just let me know and I can give you a direct phone number to the owner or manager.**