

ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 201-996-1919 / (Fax) 201-996-9403

For further assistance call The Essex Companies at 201-996-1919

ETNJ 303325

FULL CHARGE BOOKKEEPER

Technically skilled bookkeeper, accounts payroll specialist and human resource coordinator with comprehensive knowledge of accounts payable, accounts receivable, payroll, general ledger postings, invoicing, collections and human resource knowledge. Recognized for having exceptional attention to detail, excellent interpersonal communication skills, multi-tasking skills and the ability to adapt to new software packages and environments. Proficient with Excel, QuickBooks, Intuit payroll, and ADP and Paychex payroll services.

EOSSO BROTHERS PAVING, INC., FARMINGDALE, NJ (November 2017-April 2019)

- Executed weekly standard payroll utilizing ADP EZ Labor/Time and Attendance and ADP Resource.
- Proficient in Certified Payroll: fringes and wages and WH-347 reporting.
- Operated benefits, recruiting, interviewing, new-hire I-9 documentation and onboard orientation.
- Recorded salaries, deductions, medical benefits, garnishments, terminations, W-4 withholdings and approved paid time off into ADP Resource, and secured confidential records.
- Coded, reviewed and paid approximately 200 vendor invoices weekly.
- Reconciled credit cards, bank accounts, property mortgages, and lines of credit.
- Negotiated with vendors for competitive rates resulting in substantial savings.
- Forecasted cash flow and budgeting.
- Assessed financial statements with owners. Provided documentation to accounting firm for corporate taxes. Remitted estimated and quarterly payments and sales tax, submission of (NJ-927), WR-30, and federal (940 and 941) payroll taxes.
- Identified delinquent accounts, pursued collections and recovered \$200,000 in receivables.
- Developed an aggressive Purchase Order system which boosted profitability.
- Detected fraudulent charges saving the company \$45,000 within the year.
- Managed insurance policies: medical, general liability, auto and workman's compensation.
- Oversaw 150 pieces of equipment, inputted long term liabilities, fixed assets, notes payable and pay-off information. Assembled and reviewed credit documentation for purchases, leases and loans of equipment. Verified documentation for loan accuracy and refined monthly excel spreadsheets.
- Assembled and evaluated payroll information for Workman's Compensation audits.
- Conducted forensic accounting. Organized and pursued legal action and recovered \$60,000
- Scheduled licensing and annual reports, sub-contractors 1099's and employees W-2's.

ABSOLUTELY ENGERGIZED SOLAR ELECTRIC, MONROE TWSP, NJ (June 2015-November 2017)

- Provided all financial/bookkeeping and human resources responsibilities utilizing QuickBooks Enterprise for a solar company that provides solar electric to residential and commercial clients.
- Evaluated and coded vendor invoices and processed payments to vendors.
- Reviewed bank activity daily for incoming wires, transfers and made deposits.
- Created purchase orders for material and invoices for energy credits, yearly maintenance accounts and repairs and run and review receivable reports.
- Maintained inventory levels to ensure accurate purchases and ran annual inventory count.
- Reviewed timecards and authorized time and labor and exported to Paychex. Calculated and paid Davis Bacon and Certified Payroll fringes and wages plus per diem monies to employees.
- Projected cash flow and budgeting and manage cash disbursements.
- Reconciled bank and credit card accounts and loan accounts.
- Maintained all tax and payroll withholdings and remitted liabilities.
- Identified delinquent accounts and take required action for collection of receivables.
- Evaluated all financial reports with company owner.
- Administrated, complied, calculated and remitted 401K monies.
- Obtained required documentation for new employees and maintained all confidential information.

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- Logged raises, garnishments, PTO time, insurance revisions, terminations and Cobra.
 - Oversaw all company insurance policies
 - Organized and coordinated with outside auditors and accountants.

MAGNETIC PRODUCTS AND SERVICES, HOLMDEL, NJ (January 2013-May 2015)

- Part time Bookkeeper and Purchasing Manager for a mid-sized engineering company that provides manufacturing, service and technology for magnetism.
- Scheduled payroll, and remittance of payroll taxes, and quarterly closings, for various states including (NJ-927) and federal (940 and 941) utilizing QuickBooks Enterprise
- Reviewed and coded vendor invoices and remitted payment.
- Created invoices with engineering services, time and material fees, and reimbursements. Received payments and prepared deposits.
- Reconciled all credit card accounts and bank accounts.
- Screened engineering services and reimbursable expenses and created reimbursement checks issued to our outsourced and in-house engineers.
- Sent confidential specs out to designers for prototype planning and initiated out-sourcing for production.
- Produced all financial reports, cash reports, payroll reports, customer reports and P/L
- Provided support to Management and quarterly financial assistance to accounting firm.

CONGREGATION AHAVAT OLAM, HOWELL, NJ (May 2011-November 2012)

- Part time Bookkeeper and membership coordinator for large religious school and temple.
- Imputed statement charges and donations to school and congregant accounts. Invoiced congregants and maintained congregant accounts in QuickBooks.
- Initiated QuickBooks and loaded bank accounts, billing accounts, and receivable accounts plus past and current data to be fully operational.
- Reviewed and authorized and created payroll checks utilizing QuickBooks Assisted Payroll.
- Created and reviewed financial reports.
- Reviewed delinquent accounts for members in need of financial assistance. Conferred with financial secretary for hardship reductions, or for collections.
- Coded, inputted and paid vendor invoices.
- Assisted members, with special function planning, and recommendations to our charitable funds.

JULIAN WILNER AND ASSOCIATES, MANALAPAN, NJ (October 2012 – May 2014)

BURT KRAUSS AND ASSOCIATES, MANALAPAN, NJ (September 2006 – May 2009)

- Part time administrative assistant employed in a small accounting firm.
- Inputted data utilizing Pro-Tax Fx and Drake program for corporate and individual tax returns and quarterly commercial filings.
- Monthly client billing utilizing QuickBooks.
- Electronic filing of WR-30, 940, 941 and 927 reports.
- Maintained various ledgers and spread sheets for corporate clients.
- Full spectrum of office duties such as filing, maintaining supplies, and telephone coverage.

EDUCATION

Brooklyn College, Brooklyn, NY - Bachelor of Arts in Psychology