

Experience

For further assistance call The Essex Companies at 212-391-1515

CJS Builders LLC**Accounting Specialist / Administrator****February 2017 – September 2018**

- Worked with APM on Cost Code, Job Cost, SMA (sub master agreements), and COI, (insurance).
- Maintain all customer contact information and billing records
- Handle all accounts receivable invoicing and manual monthly billing
- Insurance-Reconciliation of bills, various insurance audits
- Process check runs according to schedule. Process billing adjustments
- Daily client invoicing. Invoice filing, both electronically and manually
- Generate lien waivers and other documentation required for payment
- Knowledge of G702 -G703 - AIA forms
- Annual preparation of 1099 information
- Bank and Credit Card Reconciliations
- Daily mail opening and sorting,
- Responsible for full cycle Accounts Payable, including data entry of invoices, coding to the general ledger and the check run of 300-400 checks weekly
- Supervised & Observed 7 to 10 Staff contractors on sub Bids Managed & met goals
- Enter and track change proposals. Enter and change orders
- Analyzed, processed and distributed expense reports
- Act as an Administrator & customer service representative as needed

Wolters Kluwer**Service Engagement****April 2016 – Jan 2017 (contract)**

- Service Engagement for unapplied funds (Google pilot).
- Applied cash, checks, and wires to customer accounts.
- Investigated accounts from customer who were paying Google
- Cash reconciliations

Rose Associates**Timber-Scan & Timberline Consultant****2013 – 2016**

- Assist with monthly requisitions for payment and electronic backup of all associated
- Maintain complete and accessible hardcopy and electronic (MFiles) files for historical reference/compliance reason
- Enter vendor payables into Production or Timber-scan system and cut checks
- Ensure checks and invoices are scanned into On Base
- Track project funding, ensure booking into Production, and disburse checks
- Pay Real Estate taxes and other bills as directed for multiple buildings
- Create and maintain tracking logs for insurance certificates and ensure insurance certificates
- Calculate and pay development fees due Rose Associates
- Complete special requests and create customized spreadsheets and documents for project owners, Development and Construction
- Timberline Purchase Order entries
- Maintained both Job cost with scope and cost codes with scope
- Identified delinquent accounts and insufficient payments
- Notified customers of insufficient payments

- Received and entered payments, verified checks, processed bank deposits
- Matched packing slips to invoices and entered invoices daily
- Maintained files for A/P & A/R, reports and documentation
- Scheduled and printed A/P checks weekly

Kiewit MD 200

Accounts Payable and Receivable Specialist

2009 – 2013

- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software
- Process check requests and Team Member reimbursement requests
- W9 information into Timberline system and process weekly check runs
- Knowledge of the commercial construction and accounts payable process and the related company policy and procedures
- On time payment to subcontractors

A&B Contractors, Residential and Commercial

Accountant

2006 – 2009

- Accounts Payable Specialist using Timberline and QuickBooks
- Daily entry of invoices into multiple database systems
- Strong customer service to your internal and external clients
- Daily management of outstanding A/P
- Process check runs according to schedule
- Invoice filing, both electronically and manually
- Vendor and Site inquiries
- Annual preparation of 1099 information
- Rebilling of overhead invoices to various inter State company's accounts
- Participation in special projects
- Daily bank reconciliation
- Responsible for full cycle Accounts Payable, including data entry of invoices, coding to the general ledger and the check run of 300-400 checks weekly
- Supervised & Observed 7 to 10 Staff contractors on sub Bids Managed & met goals
- Analyzed, processed and distributed expense reports
- Act as an Administrator & customer service representative as needed

Education

- **Montgomery County Community College**
Criminal Justice, Accounting Minor
- New Jersey Notary Public

Technical Skills

- Timber-Scan & Timberline, (AP, AR, PO, JC, GL, CM), Peachtree, SAP, PeopleSoft, Buildtopia, Med Tec, Replicon, Scanning Images, Word, Excel, v-look up's, Power Point, & Outlook