

ET 324408

**ESSEX TEMPORARY SERVICES^{INC}**

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-362-3624

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

Professional Experience

International Lights

New York, NY 9/17 – present

HR Director/Accounting Manager

- Maintenance of employee records
- Create Company Policies and Employee Handbook
- Manage Benefits, Life Insurance, Vision and Dental: act as point of contact for all insurance & benefits matters
- Maintain all PTO and FMLA Leave Records
- Onboarding of all new hires
- Ensure DOL compliance
- Actively comply with 6 audits: written and face to face
- Supervising Front Office Manager
- Operations Manager
- Credit card and bank reconciliations
- Process payroll: ADP & Fidelity Payroll System
- Provide owners with budgets and monthly reports, as well as ad hoc reports
- Acting Fiduciary of 401K
- General Accounting: GL maintenance, month-end closings and reconciliations
- Tax preparation
- Daily maintenance of A/P, A/R, Deposits, Invoicing and Collections in Accountant's 2018 Version of QuickBooks

Robert P. Russo, CPA, PC

New York, NY 12/16 – 9/17

Bookkeeper

- Bookkeeping (AR/AP), General ledger, purchase orders
- Credit card and bank reconciliations
- Train clients in the use of QuickBooks
- Tax preparation
- Manage 20 - 24 client accounts

B&B Contracting Group, LLC.

New York, NY 12/15 – 12/16

Full Charge Bookkeeper

- Client Billing
- Financial Reports: WIP Reports
- Year-end tax prep, month end balance sheets & income statements
- Bookkeeping in QuickBooks (AR/AP), reimbursements
- Credit card and bank reconciliations
- AIA Client Billing/Collections
- Purchase Orders & Sub-Contractor Relations

SMS Engineering, PC

New York, NY 06/11 – 12/15

Office Manager / Full Charge Bookkeeper

- Bookkeeping in QuickBooks (AR/AP), reimbursements
- Credit card and bank reconciliations
- AIA Client Billing/Collections/Financial Reports
- Payroll semi-monthly (Paychex & ADP)
- Year end tax prep, month end balance sheets & income statements
- Personnel files (sick days, vacation days, bonuses, etc.)
- Timesheets: Recording & billing hours worked
- Benefits
- Vendor Relations
- Proposal Writing & Preparing Bid Documents

The Cooper Group, LLC
Office Manager / Bookkeeper

New York, NY 08/10 – 06/11

- Bookkeeping in AdTools (AR/AP), reimbursements
- Credit card and bank reconciliations
- Invoicing/Collections/Financial Reports
- Payroll semi-monthly (Compupay)
- Year end tax prep, month end balance sheets & income statements
- Personnel files (sick days, vacation days, bonuses, etc.) Timesheets
- Benefits

Professional Associations

SHRM: Society for Human Resource Management, Member 2018-2019

NYC Board of Elections 1989-2010, Election Day Poll worker: assist voters with voting on Election Day;
Election Day Coordinator: Supervise up to sixty poll workers on site

Notary Public: NYS licensed, expiration **January 12, 2020**


Delta Sigma Theta Sorority, Incorporated

AHA: CPR AED Certified, expiration April 24, 2020

EDUCATION

NYU School of Continuing Education and Professional Studies, 2012, Bookkeeping Certificate

City College of New York (CUNY), 1997 Bachelor of Arts, Psychology Major, Dean's List

Skills: Quickbooks Enterprise 2019, QuickBooks Accountant 2018, Cahill 8, Xero, Microsoft Office Suite PC & MAC, Expensify, Microsoft AdTools, Excel, Blinkbid Invoice in System, Filemaker Pro, SPSS, Counterpoint, Concur, Drop Box, Google Docs, Google Drive, Entourage, iManage, InDesign, JP Morgan Chase Xign System, Lotus  Notes, Adobe Photoshop and Typing 70WPM