

CONSTRUCTION ACCOUNTANT - CONTRACTOR

Professional Summary

Accomplished, detail-oriented leader with over 15 years of experience in accounting. Â Excellent organizational, analytical, and communication skills with the proven ability to effectively prioritize complicated tasks and multiple assignments while meeting tight deadlines. Â Creative problem solver able to quickly and correctly troubleshoot accounting issues.

Skills

- Team leadership
- Staff development
- Account reconciliation expert
- Financial Statement Analysis
- Team leadership
- General ledger accounting
- Excellent attention to detail
- Fast learner
- Highly dependable
- Detail-oriented

Work History

12/2015 to Current

Construction Accountant - Contractor Company Name " City , State

- Prepare monthly and annual financial reports for assigned projects Â Create Cost Segregation Report to detail all project costs Prepare and maintain account reconciliations, general ledger and job cost reports Coordinate and manage internal and external audits of financial records Evaluate, enhance and implement internal controls, policies and procedures Manage and analyze various general ledger accounts Calculate imputed interest and revenue on specified projects Verify, create and link assets correctly to Work Breakdown Structure numbers Prepare comparison report on outstanding Goods and Invoice Receipts Properly and accurately account for economic and operational events Prepare and post various journal entries Prepare documentation for internal and external auditors Complete special assignments/projects as requested Identify and recommend changes to processes to enhance the accuracy of accounting data Maintain a good understanding of, and apply, GAAP, SEC Regulations, Sarbanes-Oxley, and related policies, practices and procedures.

06/2010 to 09/2014

Accounting Supervisor Company Name " City , State

- Maintained daily supervisory duties within IPS/Field Office Accounting division Reviewed and authorized reconciliations and status reports for 200+ general ledger accounts Oversaw preparation and approval of various management reports Performed Quality Assurance reviews and approvals of journal entries Handled customer inquiries and complex cases Analyzed and recommended appropriate workloads and training for accounting staff Perform/participate in special projects such as software implementation initiatives, process improvement and implementation of new accounting methods Awarded a Certificate of Completion for the Company Management Training Program

07/2005 to 05/2010

Senior Accountant

- Prepared monthly aged trending and variance analysis reports for 200+ accounts Managed workload and performed ongoing training of team members Served as the liaison with third party collection agency and various departments to collect on overpaid accounts and prepared monthly status report Created procedure modifications to improve accounting processes and limit manual error Performed daily and monthly reconciliations on over 20+ complex high priority accounts Conducted the testing and automation of all new accounts Created journal entries to ensure accurate maintenance of the general ledger Provided assistance and training to junior staff to perform research, resolve out of balances, and perform backup responsibilities, as needed Maintained and updated the accounting procedures for accounts.

07/2000 to 06/2005

Junior/Staff Accountant Company Name

- Accountable for the daily and monthly reconciliations of 30-plus general ledger accounts Created journal entries to ensure accurate maintenance of the general ledger Calculated agent's liens on their accounts and garnished checks as needed each month Ensure that all items are cleared correctly and balance to zero for each assigned account Monitor and reviewed any unusual activity in the accounts and reported to supervisor Maintained 100% acceptable status on all accounts Interacted with internal and external customers to provide quality service in a timely fashion Applied accounting principles and procedures to work assignments Participated in company sponsored training classes to enhance technical skills Technology Team - Worked with divisional team in identifying opportunities for improvement of manual processes in multiple areas throughout the department through the use of technology.
- Automated Workflow Project - Led a team in the research and development of the AWF system to the department.
- This system is used to provide multiple areas with the current status of critical items needed to be cleared by the end of each month to reduce/eliminate additional research, emails, and phone calls.
- Critical Items Project - Recommended a monthly meeting created to streamline and account for all critical items throughout the department to be communicated directly to management in the various service centers to get cleared timely.

Education

May 2004

Master of Business Administration : Finance

Long Island University -

Finance Dean's List Magna Cum Laude

May 2000

Bachelor of ArtsÂ : Accounting

Lincoln University, Lincoln University -

Accounting

Affiliations

An accomplished, detail-oriented leader with 15+ years of experience in accounting. A team player with excellent organizational, analytical and communication skills. Proven ability to effectively prioritize complicated accounting tasks and multiple assignments while meeting tight deadlines. Creative problem solver able to quickly and correctly troubleshoot accounting issues. Extensive involvement in department wide initiatives and projects.

Skills

account reconciliations, streamline, Corporate Accounting, Document Management, external audits, financial reports, General Ledger, general ledger accounts, process improvement, SAP, Sarbanes-Oxley, SQL, Structured Query Language, variance analysis