

EXECUTIVE SUMMARY

An **accounting professional** with 18 years of accounting experience in the construction and manufacturing industries. A reliable and detail-oriented contributor with specialist knowledge of general ledger accounting, job costing, project accounting, lien waiver management, AIA billing, coding, and other areas of accounting.

FUNCTIONAL EXPERTISE

- **General Ledger Accounting**
- **Cash Management**
- **Month and Year-end Close**
- **Project Accounting and Cost Allocation**
- **Fixed Asset Accounting**
- **AIA/Project Billing**

FUNCTIONAL EXPERTISE DEMONSTRATED

ESTATE DEVELOPMENT CORP. (*Interim Role*)

April 2017 – September 2017

A real estate development and property management firm with ~\$600mm in annual revenues specializing in mixed use properties in California, Texas, and throughout the US.

Project Accountant

- **Month and Year-end Close:** Supported the month-end close with input forecasts and bank reconciliations.
- **Project Accounting and Cost Allocation:** Successfully performed a variety of job-related accounting functions including project-related cost analyses and job cost reconciliations.

JONES CONSTRUCTION INC. (*Interim Role*)

February 2016 – April 2016

A general contractor specializing in commercial interiors for offices, retail spaces, high tech laboratories, and healthcare facilities with ~\$20mm in annual revenues and 75 full-time employees.

Assistant Controller

- **Month and Year-end Close:** Successfully performed a variety of duties to support the year-end close like invoice coding, processing accounts payable, reconciling cash accounts, and building job cost reports.

GLOBAL RAIL INC.

December 2015 – July 2016

A global manufacturer providing a variety of infrastructure solutions for the global rail transportation industry with annual sales of ~\$2.5bn.

Project Accountant

Oversaw a variety of accounting functions to support the completion of large industrial manufacturing projects including full-cycle project accounting, fixed asset accounting, purchasing support, and field support.

- **Project Accounting and Cost Allocation:** Successfully managed the accounting for two \$60mm light rail projects using an SAP accounting system, leading the coding, cost allocations, and AP processing activities. Regularly worked with project managers on vendor management issues and on cost reporting issues.
- **Fixed Asset Accounting:** Performed a variety of functions to contribute to the successful tracking of the Firm's fixed assets, including the entry of new assets, the processing monthly depreciation expenses, coding the disposition of retired assets, and correctly posting depreciation expenses to the General Ledger.
- **Month and Year-end Close:** Regularly reconciled accounts and performed variance analyses and resolutions to support month-end-closing activities.

HOUSER COMPANIES INC.

June 2012 – Oct 2014

A diversified real estate services and development firm operating nationwide with ~\$45mm in annual revenues and 150 full-time employees.

Project Accountant

Performed a variety of project accounting duties to support the construction of two major construction projects with a combined budget of over \$85mm.

- **AIA/Project Billing:** Monitored and audited a General Contractors Schedule of Value (AIA G702/G703 Form) billing schedule for each project, ensuring accuracy and coordinating with the purchasing agents to process Change Orders when required. Also tracked all related general contractor / subcontractor lien releases.
- **Project Accounting and Cost Allocation:** Regularly analyzed job cost data, producing summaries for internal use, investigating unusual activity, and re-classifying entries when needed. Actively managed project budgets, using the Budgetrac accounting system to make draws and produce reports, monitoring budget worksheets, producing reports to explain overruns, and liaising with project managers regularly.

JOHN & COMPANY INC.

January 2007 – May 2011

A full-service general contractor specializing in high-end commercial and residential construction projects in the San Francisco Bay Area.

Accountant

Performed billing and high volume accounts payable support, regularly working with field managers, vendors, and the internal accounting team.

- **Cash Management / Project Accounting and Cost Allocation:** Successfully led the accounts payable function, managing ~\$65mm in payables to subcontractors and other vendors. Regularly worked with project and field managers to resolve any issues and generated monthly cost reports for the Accounting Manager.

EDUCATION

Bachelor of Science (Accounting). San Francisco State University (San Francisco, California)

OTHER RELEVANT INFORMATION

Technical Skills: MS Excel (Advanced User: Pivot Tables + Vlookups), Timberline, Budgetrac, MAS 90, Yardi

Continuing Education: Project Management (2012)—San Francisco State University.