

**SUMMARY**

**To utilize my progressive accounting and office management experience in the service industry.**

**Employment History****02/08 - Present, Operations Manager at Advantage Dealer.com, San Diego, CA**

- Daily operations of office to include oversight of personnel working closely with President and end user.
- Payroll – bi monthly, hiring of administrative personnel and training.
- Accounts receivable and collections, accounts payable.
- Set up of new accounts and contract review.
- Monthly journal entries and general ledger reconciliations, bank reconciliations for multiple accounts, performed financial statement preparation for submittal to outside CPA firm.

**8/04 – 5/07, Office Manager at F. Rodgers Specialty Contractor, San Diego, CA**

- Daily operations of branch office to include weekly, in-house payroll for 45+ employees, worker's comp reporting, union reporting, accounts payable, accounts receivable, job costing, collections, contract review and human resources, weekly employee orientations and safety orientations with safety officer.
- Monthly pay applications, AIA forms and lien releases for general contractors.
- Lien releases for subcontractors.
- Set up contract budgets and change orders working closely with Project Managers.
- Renewals of general liability, certificates of insurance and worker's compensation on as need basis.

**2/04 – 08/04, Payroll/Accounts Payable Manager at CIR Law Offices, San Diego, CA**

- Bi-monthly payroll for 100+ employees using outside service to produce checks - PayChex software.
- Maintained all employee payroll files, vacation accruals and various payroll related reports for management.
- Process vendor and overhead invoices for payment, reviewed expense reports for payment processing.
- Trust account reconciliations, daily cash management and wire transfers.

**04/02 – 02/04, Office Manager/Bookkeeper at Bingham Heating & Air, San Diego, CA**

- Set up the entire accounting system for a start-up company using Timberline software.
- Hands on weekly payroll for 25+ employees in-house, job costing, prevailing wages, quarterly and annual tax returns, W-2's, garnishments, general ledger reconciliations and financial reporting through end of month.
- Hands on accounts payable for all vendor, subcontractor and overhead invoices through payment cycle, annual 1099's and general ledger reconciliation. Worked closely with outside CPA audits on a quarterly basis.
- Contract administration to include setting up job budgets, change orders and monthly billings.
- Daily bank deposits and transfers from multiple accounts, and cash reporting.
- Month end close through financial statements.

**03/01 – 04/02, Payroll Manager at Brian Cox Mechanical, Poway, CA**

- Weekly payroll administration for 150 employees, weekly tax deposits, quarterly and annual tax reporting, W-2's, reconciled and paid garnishments.
- Worked closely with outside auditors on worker's compensation and 401K audits.
- Maintained all payrolls, employee as well as all personnel files.
- Liability account reconciliations on a monthly basis.
- Kept vacation and sick schedules updated for accruals.
- Computer conversion to Master Builder.

**05/00 – 03/01, Staff Accountant at SGPA Architecture & Planning, San Diego, CA**

- Bi-monthly payroll for 75+ employees using outside service to produce checks - Ceridian software.
- Entry of job cost into Timberline for production reports and monthly billings.

**09/94 – 05/00, Accounting Specialist at Helm Corporation/Comfort Systems USA, Escondido, CA**

- Payroll for 150+ employee's in-house, union reporting, garnishments, vacation accruals, worker's comp audits.
- Responsible for all accounts payable for all vendor purchases, subcontracts, overhead and expense reports.
- General ledger reconciliations, daily cash analysis and wire transfers.
- New hire orientations and company benefits administration.
- Maintained vacation/sick accruals for monthly close.

**Education**

Palomar College, San Marcos, CA (1982-1984)

Current Notary Public