

Alexandra L. Montalvo, CB

4622 Pecos Pt, Schertz, TX 78108

(210) 899-9009 · alexandraLmontalvo@hotmail.com

Certified Public Bookkeeper and QuickBooks ProAdvisor with hands-on experience across multiple business environments. Strong integrity, ethics, values, and analytical abilities. Experienced with financial reporting, account analysis, payroll, accounts payable, accounts receivable, job costing, and cash flow management. Bilingual in business/conversational Spanish. Skilled at restructuring/streamlining procedures to enhance business profitability and performance.

PROFESSIONAL EXPERIENCE

CliftonLarsonAllen, PLLC – San Antonio, TX.

Sr. Accountant

2020 – 2022

Senior member of client outsourcing service team working directly with clients remotely to provide customized accounting services to facilitate growth, streamlining procedures, software conversions, complex reconciliations, and management support.

- Complete both non-complex & complex account reconciliations; record transactions for monthly, quarterly, annual adjustments & closing process
- Apply GAAP related to clients' specific industries
- Prepare annual Labor Union Forms LM-2
- Prepare & review the general ledger, financial statements & required work papers
- Assist with preparing & reviewing financial or statistical reports, analyzing for unusual items
- Review payroll, payroll tax returns, preps, write-ups
- Assist with projects related to due diligence, system selection & other consulting
- Strong organization skills/goal orientation/self-motivation
- Excellent interpersonal skills
- Proven success in managing work & key client relationships to exceed client expectations

Atkins International, LLC dba The Atkins Group; Cielo Vista Apartments; Predictive Data Lab, LLC - San Antonio, TX.

Director of Finance & Human Resources

2017 – 2020

Developed and streamlined both accounting and human resources policies/procedures; Streamline all functions of accounting procedures to enhance business operations; Supervision of Accounting Coordinator.

- Revenues increased by \$3.8m since 2017 while overhead expenditures reduced by 9.2%
- 2 software conversions and staff training: Workamajig and Proliant HRIS
- Worker's Compensation audit revisions - net savings of \$9,030 since 2017
- Accounts Payable
- Accounts Receivable
- Annual Budgeting/Forecasting
- Audit & tax return oversight
- Bank reconciliations
- Cash flow projections
- Chart of Accounts maintenance & restructuring
- Credit card entry & reconciliation
- Financial statement preparation & analysis
- Fixed Assets & depreciation
- Forms W-9 maintenance & tracking
- General Ledger clean-up & maintenance
- Human Resources: 30+ staff
- Insurance management (health, G&A, auto, etc.)
- Intercompany reconciliation
- Month & year-end closing
- Month/quarterly sales tax filing
- Payroll processing, tax return preparation & filing
- Revenue vs Budget projections & analysis
- Texas Franchise tax return preparation & filing
- WIP Analysis and maintenance
- Year-end supporting documentation for CPA

PetroPlus Chemical, LLC et al - San Antonio, TX.

Controller

2016 – 2017

Contract work for Shannon Livingston Companies, et al converted to full-time employment, for the following 13 entities:

8410 Midway • 75 Afton Oaks, LLC • Chinati Air, LLC • Chinati Energy, LLC • Chinati Holdings, LLC • Highland Chemical Distribution, LLC • Highland Chemical Holdings, LLC • JSL Development Corp. • JSL Energy, LLC • Livingston Family personal accounting • PetroPlus Chemical, LLC • PetroPlus Holdings, LLC • Shannon Livingston Companies, Inc.

- Accounts Payable
- Accounts Receivable
- Audit & tax return oversight
- Banking entry & reconciliation
- Cash flow weekly projections
- Chart of Accounts maintenance & restructuring
- Credit card entry & reconciliation
- Customer oil & gas lease, well, API research & maintenance
- Family expenditure accounting (San Antonio & Dallas)
- Financial statement preparation & light analysis
- Filing & scanning (pdf & paper)
- Fixed Assets & depreciation
- FMCSA, OSHA, PHMSA Hazmat, US DOT, TX DOT registrations
- Forms W-9 maintenance & tracking
- General Ledger clean-up & maintenance
- Human Resources
- Insurance management (health, G&A, auto, etc.)
- Intercompany reconciliation
- Inventory: build assembly entries, MSDS tracking, month-end count & reconciliation
- Leasehold improvements
- Line of credit/loan entry & reconciliation, amortization
- Month & year-end closing
- Monthly sales tax filing
- Payroll processing, tax return preparation & filing
- Purchase order management
- QB software updates & maintenance
- Revenue vs Performa projection weekly reporting
- Shareholder equity & personal expenditures
- Texas Franchise tax return preparation & filing
- Year-end work paper preparations for CPA

Shannon Livingston Companies, et al - San Antonio, TX.

Contract Work: Accounting/Bookkeeping/Consultation/Clean Up

2016

Certified Bookkeeper/QuickBooks ProAdvisor providing various accounting services to my client inherited from BKD, LLP for his 14 entities listed below by performing the following:

75 Afton Oaks, LLC • Chinati Air, LLC • Chinati Energy, LLC • Chinati Holdings, LLC • JSL Development Corp. • JSL Energy, LLC • Livingston Construction Company, Inc. • Livingston Ranch Company • LW SWR1, LLC • Lynnewood Homes, LLC • PetroPlus Chemical, LLC • PetroPlus Holdings, LLC • Shannon Livingston Companies, Inc. • Touchmark Homes, LLC

- Annual book clean-up per filed tax returns, years 2007 - 2016
 - AP/Vendor & AR/Customer account reconciliation
 - Banking transaction entry & reconciliation
 - Chart of Accounts maintenance & restructuring
 - Credit card entry & reconciliation
 - Financial statement preparation
 - Filing & scanning (pdf & paper)
 - Fixed Assets & depreciation
 - General Ledger clean-up & maintenance
 - Intercompany reconciliation
 - Line of credit/loan entry & reconciliation
 - Month & year-end closing
 - Payroll liability reconciliation
 - Payroll tax return preparation & filing, 2016
 - QB software updates & maintenance
 - Shareholder equity & personal expenditures
 - State of Texas entity terminations
 - Texas Franchise tax return preparation & filing, 2015 & 2016
 - Year-end work paper preparations for CPA (*tax return amendments*)
 - Staff training (accounting & procedural) on all above items
- QuickBooks Enterprise: new company set-ups (PPC • PPH • CE • CH)
 - INITIAL SET-UP PHASE:
 - QB Enterprise, Manufacturing & Wholesale: Company data, chart of accounts, fixed assets, banking, loans, advanced inventory/average costing method, non-inventory, sales items, sales tax items/groups, payroll items, customer, vendor, class set-ups for accrual & cash basis entities
 - FMCSA, OSHA, PHMSA Hazmat, US DOT, TX DOT registrations
 - Sales tax regulation research: resale & manufacturing inventory
 - Texas Sales & Use Tax registration

- DAILY/WEEKLY/MONTHLY WORK:
 - Accounting procedure manual draft
 - Accounts Payable & chemical vendor certificate of insurance tracking
 - Accounts Receivable
 - Banking entry & reconciliation
 - Credit card entry & reconciliation
 - Created complex spreadsheets:
 - Field delivery receipt
 - Inventory base blend (build assembly)
- Expense reports
- Strategic sales management
- Purchase order tracking
- Intercompany entry & reconciliation
- Inventory: build assembly entries, MSDS tracking, month-end count & reconciliation
- Leasehold improvements
- Monthly sales tax filing
- Performa entries

George Geis Investments/The Exchange, LLC/Austin Lamar, LLC-San Antonio, TX.

Contract Work: Accounting/Bookkeeping/Consultation 2014 – 2016

Certified Bookkeeper/QuickBooks ProAdvisor providing various accounting services to my client inherited from BKD, LLP for his related real estate investment entities by performing the following:

- Account reconciliations
- Accounting software maintenance
- Banking transaction entries & reconciliations
- Client accounting & business consultation
- Depreciation & Fixed Assets
- Financial statement preparation
- General Ledger maintenance
- Monthly & year-end closing assistance
- Payroll tax return preparation - 1099s/1096

BKD, LLP-San Antonio, TX. *A national CPA & advisory firm.*

Accounting Outsourcing Services, Senior Associate 2013-2015

Certified Bookkeeper/QuickBooks ProAdvisor that delivered a wide range of accounting outsourcing services to various clients in order to meet their company's accounting, payroll tax, financial management and consulting needs.

- Account reconciliations
- Accounting software assistance & program selection
- Client accounting staff training
- Depreciation & Fixed Assets (*fixed asset additions into depreciation software for tax professionals to apply depreciation rules; recorded annual depreciation journal entries*)
- Financial statement preparation (*compilations, without footnote disclosure, income tax basis*)
- General ledger maintenance
- Monthly & year-end closing assistance
- Payroll & accounts payable processing
- Payroll tax return preparation (*941s, 1099s*)
- QuickBooks accounting systems design (*Desktop and Online*)

BLING & THINGS; REAL ESTATE ASSISTANT-San Antonio, TX. *A wholesale/retail jewelry company; real estate sales/property management.*

Contract Work: Accountant/Real Estate Admin. Asst. 2010-2014

Reorganized and streamlined company workflow and procedures.

- Monthly budgeting
- Bank reconciliations
- Cash flow management
- Income/expense recognition, reconciliation
- Sales tax reporting
- Tax/business consultation
- Scheduling/coordinating showings
- Entering listings
- Comparative Market Analysis reports
- Client follow-ups
- Maintenance/Repair scheduling
- Software: MLS, RealtyJuggler, DocuSign

SENESTECH, INC.-Flagstaff, AZ.

A platform biotechnology company specializing in reproductive physiology.

Director of Accounting 2010

Developed accounting policies and procedures; streamline all functions of accounting procedures to enhance business operations.

- 401(k)
- Accounts payable
- Budgeting
- Bank reconciliations/Cash flow management
- Chart of account restructuring
- General ledger maintenance
- HSA
- JEs
- Payroll processing/taxes
- Petty cash
- Shareholder investments
- Software: QuickBooks Enterprise

HNTB CORPORATION-San Antonio, TX. *A global civil engineering and architectural firm.*
Project Analyst 2007-2008
 Tracked and managed 20+ civil engineering, government, and landscape architecture projects for mid to large multi-million dollar projects within the state of Texas.

- Created/reviewed/presented contracts: \$10,000-several million dollars for TXDOT, Bexar County, City of San Antonio
- Daily project budget maintenance
- Financial labor analysis
- Job cost accounts payable
- Software: Budget Manager, Data Query, Oracle

ACCOUNTANTS ONLINE-Phoenix, AZ. *A local accounting consulting/staffing agency.*
Contractor 2006-2007

CLIENT# 1: Desert West Coach, Ltd. A luxury coach repair shop/service/sales.

- 401(k)
- Peachtree software conversion upgrade
- Cash flow management
- Daily bank/loan reconciliation
- Daily cash/credit card receipt processing/reconciliation
- Financial analysis review with CFO
- Month-end close
- Payroll
- SCF workmen’s compensation reporting
- Software: Peachtree
- State of Arizona/City of Phoenix retail sales tax
- Streamlined sales tax coding

CLIENT# 2: Campbell Development. A general contractor specializing in commercial construction and tenant improvements.

- Accounts payable
- Commercial job cost accounting
- Job close-out reconciliations
- Job cost estimates/budget set-up
- Lien waivers
- Owner AIA G702/G703 draws
- Profit projection reconciliation with Project Management
- Restructured, streamlined job cost procedures for effective time management
- Software: Peachtree
- Trained/assisted new Controller

CERTIFICATIONS

- American Institute of Professional Bookkeepers: Certified Public Bookkeeper #04183, 2014-current
- Intuit QuickBooks ProAdvisor, 2015-current
- IRS PTIN #P01594662, 2015-current

EDUCATION & SKILLS

Southern New Hampshire University:
 Bachelor of Accountancy, Summa cum Laude 3.959 GPA; Graduated 09/2020

ACCOUNTING & HUMAN RESOURCES EXPERIENCE OVERVIEW

<i>INDUSTRIES</i>	<i>HANDS-ON EXPERIENCE</i>		
Advertising - National/Local	<i>Accounts Payable:</i>	1099 Forms	
Public Accounting		401(k) Payments	
Broadcast/Media - Television		Coding	
Commercial Construction - Sub/GC		Credit Applications	
Contract/Consultant		Data Entry	
Engineering - Environment/Highway/Land		Disbursements	
Information Technology/Networking		Petty Cash	
Luxury Coach Repair/Sales/Service		Procedures/Manuals	
Real Estate - Land Development		Purchase Orders	
Science - Biotechnology R & D		Statements	
		Vendor File Maintenance	
		W-9 Forms	
		<i>Accounts Receivable:</i>	Billings - Week/Month/QTR/Annual: <i>AIA/Contract/Government/Labor & Material/Services/Oil&Gas</i>
			Cash/Check/Credit Card/Wire Deposits & Maintenance
		Commercial Credit/Collections	
		Customer File Maintenance	
		Oil & Gas lease, well API research	
		Procedures/Manuals	
		Statements	
		Sales Tax - Construction/Retail: <i>Compliance/Forms/Reconciliation/Reporting</i>	
	<i>Banking:</i>	Account Maintenance/Reconciliation	
		Cash Flow Projection/Forecasting	
		Commercial/Escrow	
		Outgoing/Incoming Wires, ACH	
	<i>Financial Accounting:</i>	Audits	
		EBITDA/Profit Margin calculations	
		Financial Statements - Preparation/Review	
		Month/Quarter/Fiscal Close	
		Ratios/Vertical Analysis	
	<i>General Ledger:</i>	Balance Sheet - Maintenance/Reconciliation	
		Chart of Accounts - Creation/Maintenance	
		Fixed Asset/Inventory Maintenance	
		Journal Entries/Accruals	
	<i>HR/Payroll:</i>	Employee Files - Creation/Compliance/Maintenance	
		Employee Manuals	
		Hiring/Evaluations/Reviews/Training	
		Insurance - Audits/Compliance/Maintenance	
		Payroll Addition/Deduction Set-up/Maintenance	
		Payroll Processing - Internal/Online/Certified	
		Payroll Taxes - Reconciliation/Reporting/941/940/1099	
		Vacation Tracking	
		Workmen's Compensation	
	<i>Job Costing:</i>	Budgeting/Estimates - Analysis/Maintenance/Review/Set-up	
		City/County/State/Federal Compliance	
		Contracts - Compliance/Maintenance/Prep/Review/Liens	
		Ratios/Profit/Variance/Analysis/WIP	
<i>SOFTWARE</i>			
Adobe			
American Contractor			
AS400 Platforms			
Ceridian Payroll Online			
Expedition Online			
Hyperion			
Insperty			
JustWorks			
MAS/Sage 100 & 500			
MS Office - Word/Excel/PPT			
Oracle			
Peachtree			
Proliant			
QuickBooks - All products, versions			
Software conversions - Implement/Manage			
Solomon			
Windows - XP/Vista			
Workamajig			
<i>STRENGTHS</i>			
Analytical			
Courteous/Service Driven			
Deadline Oriented			
Dedicated			
"Going the extra mile"			
Inquisitive			
Integrity			
Methodical			
Networking			
Open-Door Management			
Organized			
Spanish - Speak/Read/Write			
Streamlining Procedures			
Teamwork Ethics			
"Thinking outside the box"			