

Gregory A Howell

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SUMMARY OF QUALIFICATIONS

Dedicated Accounting Manager/Bookkeeper with 18 years of experience in office management, executive support, project coordination, accounting management and customer service. Proven track-record of exceeding expectations with high productivity and quality standards. Effective communicator with strong interpersonal and relationship management skills.

SKILL PROFICIENCIES

- Accounts Payable/Receivable
- Extensive Accounting Principal Knowledge
- Credit and Collections
- Records Management
- Statement Billings
- Inventory/Stock Control
- Purchasing and Expense Control
- HR and Training Support
- Payroll Experience (Incl. 940, 941, etc)
- Intuit QuickBooks Pro (Expert)
- Reports Preparation and Month-end Closing
- Computer & Internet Expert

PROFESSIONAL EXPERIENCE

Simmons Custom Rigging, Kemah, TX (October 2019 – Present) - Accountant

- Handle all financial responsibilities for company:
Job Costing, Billing, Accounts Payable, Inventory Control, Financial Reporting, Payroll, Office Management

Moody Early Childhood Center (GISD), Galveston, TX (September 2018 – October 2019) - Business Manager

- Produced financial statements for Executives/Board Members/Grant Executives
- Reconciled monthly bank statements and maintained outstanding check files
- Reconciled to all customer and vendor invoices, bank and credit account statements, payroll records and adjusting entries
- Closed out Year End Activities & produced cash financial statements for executives and CPA's for tax preparation & audit
- Set up project contracts, purchase orders, customers, vendors, banking information, charge codes, labor codes, budgets, estimates, and general ledger accounts in accounting systems
- Set up employees, assigned labor codes, project, overhead and G & A charge codes and timesheet parameters in accounting systems
- Entered AP, AR, change orders, schedules of values, adjustments and cash receipts

Ter-Jan Building Maintenance & Flooring Company, Terrell, TX (July 2010 – September 2018)

- Project Manager/Full Charge Bookkeeper

- Fully manage company-wide accounting and reporting functions for four subsidiaries, as well as weekly payroll processes. Manage Accounts Payable/Receivable and expense control procedures including bank and account reconciliation, cash receipts, billings, invoicing, purchases for flooring jobs and inventory verification.
- Research account transactions, demonstrating a keen ability to recognize and resolve discrepancies.
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PROFESSIONAL EXPERIENCE (continued...)

- Construction Accounting Knowledge, including AIA Progress billing, lien releases, closing documents, G702 & G703 pay application experience.
- Experienced in Commercial and Residential Flooring Projects, including in house site measures and blue print take offs. Handle flooring projects from start to finish; including ordering materials, scheduling contractors, quality assurance, closing out documents for final payment and disperse contractor payments.

Satterwhite Log Homes – Longview, TX (September 2005 – July 2010)

- Inventory Control & Job Cost Accountant

- Cleaned up inventory procedures allowing for a more accurate Year-End & Mid-Year inventory, streamlined process to allow for more work to be done in less time.
- All sales/use tax reporting for ten states for all three locations.
- Making sure material was correct upon delivery, enter into inventory system and taking it back out once it was sold or used in construction.
- Coordinated with concrete, plumbing and crew leaders on the start and finish of all construction of Log Homes.
- Maintaining new Accounting Procedures that accurately sped up process and ensured accuracy.
- Reported monthly reports to both CPA and owners in a timely fashion.
- Enter payables every Friday to make sure we kept our accounts with vendors in good standing.

Oldham Lumber Company – Dallas, TX (September 2001 – September 2005)

- Accounting Clerk/Assistant Controller

- Proven ability to quickly learn and utilize Industry-Specific Accounting Software in a quick and professional manner.
- Demonstrated talent for efficiently learning new tasks and completing assignments ahead of schedule while maintaining a high degree of accuracy.
- Charged with learning and teaching new document scanning software that scanned all accounting paperwork directly into the accounting program, allowing less paperwork and faster file research.
- Performed accounts receivable/accounts payable functions, balancing cash and posting sales/vendor invoices for two separate companies. Including checking for inaccuracy and correcting errors.
- Completed various assignments and analyses for supervisor (Controller). Including reports and special projects.
- Charged with Accounts Receivables Aging Collection procedure for accounts with 10-day terms and preformed credit checks on new credit accounts.

EDUCATION

South Grand Prairie High School – (August 1991 – May 1995) Graduated: Diploma, General Studies

Ashford University – (May 2019 – Present) In Progress: Bachelors of Arts, Business Administration

REFERENCES AVAILABLE UPON REQUEST