

Jennifer Curtis

Accounting Temp

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A very dependable, problem solving, self-motivated, accountant with 6 years of experience in the Service and Construction industries concentrating mostly in Electrical Construction. Advanced knowledge of Quickbooks accounting software, as well as Microsoft Office. Strong organizational and leadership skills. Capable of working in a team or individual setting.

Work Experience

Accounting Temp

Creative Financial Staffing

September 2016 to November 2016

Accounting Temp: Entered 30-50 accounts payable bills per week
Billed 20-30 service jobs when work was completed
Created 10 -15 Progress Billings for Lump Sum projects each month
Entered 5-10 Customer payments each week and prepared deposit slips
Reconciled bank and vendor statements monthly
Helped create system for inventory tracking company wide.

Controller

Curtis Electrical Construction, Inc

March 2013 to July 2016

Maintaining the Vendor's list of over 100 different vendors and subcontractors, entering approx. 20 vendor bills daily, weekly bill payment after account statement was reconciliation and A/P analysis was completed. Entered bills that had issues or needed more research or management approval.

- ❖ Maintained the Customer list of over 200 customers including businesses, governmental agencies, and individuals, analyze the Customer-Aging report on a weekly basis, called for collections on old invoices, generated customer statements and collection notices. Only entered bills that needed more research or were out of the ordinary.

- ❖ Set up and maintained the Item list including pricing and cost analysis on each item. Communicated cost and prices to management and estimation team.

- ❖ Generated different reports via Quickbooks for job costing, tax purposes, budgets, forecasts and communicated financial information by utilizing Microsoft Office Excel and Microsoft Office PowerPoint to owners and bank lenders.

- ❖ Created budgets, forecasts and estimates on annual, quarterly and monthly basis and communicated the budget / forecasts to the owners and insurance providers as well as General Contractors for requalification purposes.

- ❖ Managed A/P Rep, A/R Rep, HR Rep, Service Department Assistant by training and holding weekly meetings which had topics ranging from project status, new procedures, and goal setting

- ❖ Developed procedures and controls that helped the business operate more efficiently as well as helped the organization meet specific goals or help job track.

Accountant AR

Curtis Electrical Construction Inc - Bakersfield, CA
2010 to 2015

vendor statements, and processed payments to vendors

- ❖ Billed 20-30 different customers each day for completed projects or service calls, monitored AR Aging reports, collected check payments and processed credit card payments from businesses, schools, and individuals on AR accounts.
- ❖ Organize and maintained billing item list with 40-50 different items, checked that item prices were current.

Accounts Receivable Representative

AR Aging
January 2010 to March 2013

Added 2-5 new customers daily into Quickbooks, collected billing information, insurance certificates, 1099 information

- ❖ Billed 5-7 different customers a day as per their specific billing methods generating about 50 invoices per day.
- ❖ Reconciled 10-20 Customer accounts weekly, entered credit memos when necessary and wrote off bad debt when collection process did not work or if there was a discrepancy with a bill that could not be rectified between the electrician and customer
- ❖ Processed 10-15 payments per week received by customers which were mostly check and credit card payments, then take the deposits to the bank where I was a signer on the checking accounts.
- ❖ Performed analysis/tracking on billable 50-60 pieces of equipment and labor hours to ensure all equipment and hours were billed in a timely manner.

Accounts Payable Rep /Office Assistant

August 2008 to January 2010

Entered 10-15 bills a day, Add 1-2 new customers daily, tag billable items, match with purchase orders.

- ❖ Generated 5-10 purchase orders per day for purchases within the organization.
- ❖ Review Accounts Payable Aging report the create approx. 50 bill payment checks per week.
- ❖ Reconcile statements and research any issues with double payments or missed payments.
- ❖ Answered phone calls and received messages for Owners and employees. Service calls were forwarded to the proper electrician
- ❖ Assisted with in-house payroll generated through Quickbooks Payroll Services on weekly basis. This included entering employee hours worked, maintaining correct wage rates, tax, fringe benefits, and garnishments.

Branch Teller

Citibank N
August 2007 to August 2008

Responsible for handling a \$25,000-\$100,000 cash drawer each work day and balance each evening after all transactions were posted

- ❖ Posted 50-70 Transactions each day including, deposits, withdrawal, payments, and transfers.
- ❖ Offer credit cards, loans, mortgages, new checking accounts, savings accounts, investment to customers in order to make monthly goals.
- ❖ Maintained positive close relationships with customers order to satisfy all their banking needs and made sure all security procedures were followed to protect their accounts from fraud.

Education

Bachelor of Science in Business Administration

California State University Bakersfield

March 2014

Certificate in General Education

Bakersfield Junior college

January 2009

Skills

- Accounts Payable (6 years)
- Tax Preparation (6 years)
- Accounts Receivable (6 years)
- Quickbooks (7 years)
- Gaap (6 years)
- Fixed Asset (6 years)
- Reconciliation (6 years)
- General Ledger (6 years)
- Excel (10+ years)