

Josiah Strawn

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Objective

Meticulous Senior Bookkeeper with over 5 years of experience managing multi-entity financial operations in fast-paced, growth-oriented, and PE-backed environments. Experience in ensuring accurate general ledger maintenance, executing reconciliations, and supporting month-end close with efficiency. Highly proficient in QuickBooks, Excel, and cloud-based accounting platforms. Ready to bring precision, integrity, and efficiency to your team and/or company.

Professional Experience

Senior Bookkeeper

BrightView Landscapes — New York, NY
feb 2021 – oct 2024

- Manage bookkeeping for multiple branches across NYC metro area, overseeing \$25M+ in annual revenue.
- Reconcile bank, credit card, and intercompany accounts across 5 entities on a weekly basis.
Lead AP/AR cycles, invoice preparation, and vendor management for 300+ active accounts.
- Partner with corporate finance team to consolidate results for PE-backed quarterly reporting.
- Implemented streamlined closing process, cutting month-end reporting time from 10 to 7 days.
- Supported onboarding of two acquired landscaping firms, integrating financials into NetSuite.

Bookkeeper / Accounting Specialist

Turner Construction Company — Los Angeles, CA
Jun 2018 – Dec 2020

- Handled day-to-day bookkeeping for major commercial construction projects exceeding \$50M.
Processed payroll for union and non-union employees, ensuring compliance with California labor laws.
- Prepared job cost reports, tracked expenses, and maintained accurate general ledger records.

- Coordinated with project managers and auditors to ensure accuracy of billing and cost allocations.
- Conducted monthly reconciliations and supported year-end audits.
- Designed Excel-based forecasting templates used by regional accounting team, improving reporting accuracy.

Education & Certifications

- **Associate Degree in Accounting**
Westchester Community College — Valhalla, NY (2018)
- **Certified Bookkeeper (CB)** – American Institute of Professional Bookkeepers (AIPB)
Completed certification coursework and exam in 2024 [Intuit](#).

Competencies

- General ledger maintenance & reconciliations
- Accounts payable & receivable, invoicing, billing
Multi-entity bookkeeping, post-acquisition integration
- Financial reporting (monthly, quarterly, annual)
- Accounting software (QuickBooks, Xero, Zoho, etc.)
- Advanced Excel (pivot tables, formulas)
- Process optimization & internal controls
- Collaboration with acquisitions/audit teams

Accounting Software: QuickBooks (Advanced), NetSuite, Xero, Zoho

Tools: Microsoft Excel (pivot tables, macros, data validation), Google Sheets