

# LORI A. BURTON

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## EDUCATION

- Post University  
Waterbury, CT 2007  
AS Accounting

## HONORS/TITLES

- NC Public Notary  
April 2023
- Tax Preparer  
(PTIN)  
Liberty Tax 2008  
H&R Block 2003

## SOFTWARE EXPERIENCE

- QuickBooks 15 years
- Foundation/Gemini
- Sage 100/Payroll
- BuilderTrend
- Sales Force
- Peachtree Complete
- ADP Payroll
- Excel, Word,  
PowerPoint
- 17 years

## REFERENCES

- Upon Request

## PROFESSIONAL EXPERIENCE

### LIBERTY HOMES Leland, NC

AUG 2018 – Present

#### Finance Manager/Controller

- Accounts Payable (Code Approved Invoices, Process payments on 10<sup>th</sup> and 25<sup>th</sup>, Maintain COIs for audit, Analyze Job Cost Reports for PM Team.
- Accounts Receivable (Maintain schedule for home inspections/draws, Change Order payments, monthly buyer statements)
- Review Monthly Inspections/Draws with Project Managers, Buyers (Bank)
- Weekly Job Cost Analysis vs. Budgets & Monthly WIP Analysis
- Bank and Credit Card Reconciliations
- Bi Weekly Payroll/ Automatic Deposit
- Quarterly/Annual Filings: 941, NC5Q, FUTA, SUTA, W2, 1099
- Prepare weekly Cash Flow reports
- Prepare monthly Financial Statements for Partners

### ABRA Auto Body & Glass Wilmington, NC

JAN 2014 to AUG 2018

#### Finance Manager/Human Resources for Auto Body Repair

- Manage 4 franchise auto body repair offices
- Accounts Payable/Receivable all functions
- Bank Reconciliations
- Payroll 55+
- HR Full Administration: OSHA/Workers Comp/Liability/STD/LTD/Health Ins/Dental/Vision/Life
- Quarterly/Annual Filings: Sales Tax, P/R Tax, FUTA, SUTA
- Supervise Accounting Department (4 Employees)
- Financial Statements
- Annual Liaison with CPA

### Commercial Construction Wilmington, NC

MAY 2011 – DEC 2013

#### Office Manager/Accountant for Commercial Construction

- A/R – Nuclear Contracts, AIA Billings, Bonds, Deposits, Bank Reconciliations
- A/P – Purchase Orders, Invoice Coding, Project Mgmt Approvals, Check Runs
- Payroll & HR functions including Simple Plan, Healthcare Benefits, Employee Record Maintenance, 941, NC W/H, SUTA & FUTA Quarterly and Annual Returns
- Designate/Invoice Equipment Time to Projects
- Maintain Assets in G/L
- Multiple County Sales Tax Reporting/Reconciliation