|  |  |  |
| --- | --- | --- |
|  | **PATRICIA PEARSON**  **Las Vegas, NV**  **ppearson2005@hotmail.com**  **916-254-4019** |  |
| * Management * Report Preparation * Written Correspondence * General Office Skills | * QuickBooks * Customer Service * Contract Assignments * Specialized Billing | * Training/Procedures * Accounting/Bookkeeping * A/R & A/P * Professional Presentations |

***Arrival Aviation – August 2012 – current***

***Controller***

Full charge bookkeeping, taxes, audits, for specialized Charter Flight Company. Completes 1099’s at year end, addresses all IRS issues, pulls annual reports for client, completes investments schedule b at year end, and more.

***Prestige Roofing – May 2022 to October 2022***

***Controller/Office Manager***

Construction Accounting using Sage 100. Duties include, End of Year Closing, Taxes, Accounts Payable, Accounts Receivable, General Ledger, AIA Billing, In House Payroll, Certified Payroll, Office Manager duties, Audits, Reconciliations, Change Order Billings, Contract Billings, Working with Busy Busy software, Schedule all training for employees, administrative duties for the Company Owners, Order supplies, Track Equipment, work with company CPA’s.

***Acme Underground, Inc. – December 2020 to May 2022***

***Controller/Office Manager***

Construction Accounting using Sage 100 Contractor. Duties include, End of Year Closing, Taxes, Accounts Payable, Accounts Receivable, General Ledger, AIA Billing, In House Payroll, Certified Payroll, Office Manager duties, Audits, Reconciliations, Change Order Billings, Contract Billings, Working with Raken software, Schedule all training for employees, administrative duties for the Company Owners, Order supplies, Track Equipment, work with company CPA’s.

***Virtual Guard – August 2020 to December 2020***

***Contract Work***

Complete recreation of all 2020 books that were destroyed by Ransomware. Including AR, AP, GL, Payroll.

***Washoe Housing Authority – Gardnerville, NV – March 24, 2020 to June 16, 2020***

***Chief Financial Officer/Compliance Officer***

Under direct supervision of the Executive Director, the Chief Financial Officer/Compliance Manager is responsible for overseeing, managing, and coordinating all activities of the central finance function for Washoe Housing Authority (WHA). Manages budgets and grant funding and reporting. Ensures all accounting functions and programs are maintained in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards and the OMB Uniform Guidance. Maintained confidentiality of all privileged information.

***Moapa Band of Paiutes – May 28, 2019 to December 18, 2019***

***Finance Manager***

The Chief Financial Officer (CFO) of the Moapa Band of Paiutes oversees daily  
financial activities and operations of the tribal government and provides direction and supervision over the Tribe’s Finance Department. The CFO develops policies and a procedure relating to financial and budget activities, establish and enforce internal financial controls, maintains tribal books of record and cash balances, and ensures compliance with all applicable legal requirements and generally accepted accounting principles. Manages annual budgeting, grant funding, and reporting. The CFO is responsible for keeping the Tribal Council apprised of the ongoing financial position of the Tribe, its economic development projects, its governmental programs, and for providing strategic leadership for the company by working with the Administration to develop and establish long-range goals, strategies, financial plans and policies to ensure the Tribe’s finances. The CFO balances the bank statements monthly and prepares reports for each department on a monthly basis.

***AppleOne – Mar 18 – May 24, 2019***

***Staff Accountant***

Assist with transfer of Payroll into American Contractor for Controller job costing.

Complete bookkeeping for (3) companies. Report to Hong Kong with Extensive Excel Monthly Reports. Provide a Break Even Analysis, Revenue Projection, Salary Excel Report, Travel Excel Report, Monthly Excel Workbook, Depreciation, Fixed Asset Software, Expense Reports Software, Sales Orders, Contracts, Reconcile bank accounts, AP, AR, and GL.

***Taffer Dynamics, LLC – Dec 18 to Mar 19***

Human Resources, Payroll, Bookkeeping for (3) companies, Assist CPA with Reconciling 2018 books, AP, AR, GL.

This position was eventually changed to Corporate Controller with a pay increase. Increased workload from (3) companies to include Food Carts for large chain.

***Vapetasia LLC***

***Accountant/Human Resources – May to Nov. 18***

Put into place all human resources policy and procedures. Implemented cost savings with correction to NAICS coding with Worker Compensation Insurance and Liability Insurance. My position performed all Accounts Payable and Accounts Receivable duties. Completed 2017 books for 2nd company. Completed 2017 Taxes. Payroll, Reviews, Budgeting, GL, reconciliations, Tobacco Sales Tax in multiple states. Distribution Licensing in multiple states. Performed Audit with 2 Insurance companies and an Audit with Sales Tax resulting in cost savings. Implemented process and procedures multiple areas of the company to assist with the inventory and the accounting process. Designed Safety program/Disposal Program. Created Standard Operations Manual. Worked directly with CPA.

***Creative Tent International***

***Staff Accountant – Feb. 17 to Feb. 18***

Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments. Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data. Analyzes information and options by developing spreadsheet reports; verifying information. I have prepared general ledger entries by maintaining records and files; reconciling accounts. I have also prepared payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts. Develops and implements accounting procedures by analyzing current procedures; recommending changes. My position performed all Accounts Payable and Accounts Receivable duties.

***Centrair Electric Corporation***

***Controller – April 16 to Feb. 17***

Accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. My position performed all Accounts Payable and Accounts Receivable duties.

***Desert Plastering Construction Accountant Sept 15 to April 16***

Construction accounting duties included AIA billing, Liens and Releases, using American Contractors Software. My position performed all Accounts Payable and Accounts Receivable duties.

***Patton Nelson, CPA’s***

***Office Administrator – Nov.14 to June 15***

Assist CPA’s with all aspects of support including, office administration, clerical work, billing, phones, tax processing, tax return preparation, ordering of supplies, correspondence, dictation, bookkeeping for clients, scheduling of appointments, organizing office meetings, public relations, and any additional support functions needed. My position performed all Accounts Payable and Accounts Receivable duties.

# Caesars Entertainment Corp. - Randstad (Contractor) Auditor – Aug. 14 – Nov.14

Assist with audits in the credit card division for all Caesars Entertainment Corp. establishments and leased outlets. Review transactions and provide asset recovery, corrections, and accounting for the general ledger division. Analyze and verify financial information. Prepare analysis and provide financial consultation. Keep accurate public records. My position performed all Accounts Receivable duties.

# Sysco Foods - Manpower (Contractor) Staff Accountant Temp Dec. 13 to Jan. 14 & Jun. 14 – Jul. 14

Temporary full-time and part-time positions. Assist with monthly bookkeeping. Journal entries, tracking of rebate payments, completion of excel spreadsheets. Assist the CFO with all aspects of General Ledger reconciliations. Run weekly reports; assist accounting team with additional duties. Complete accounts payables, clean up all accounting records to prepare for the transition from AS400 to the SAP program. Assist the Manager with all aspects of credit approvals, journal entries, write offs and coordination of closing procedures. My position performed all Accounts Payable duties.

# Wilson & Co. CPA's - Robert Half, Ltd.

# Accountant from Mar.14 - Apr. 14

Temporary full-time position with Wilson & Co. CPA's. Assist with year ending 2013 bookkeeping for the completion of tax. Bank reconciliations, preparation for taxes, auditing, journal entries, uploading of transactions from banks and accounting software into QuickBooks. Assist the owner with monthly Financial Reports, Letter of Opinion, Analysis of Business, and notification to clients of progress report.

# Nicklin Property Management Staff Accountant, Aug. 13-Nov. 13

General accounting procedures which include banking, account reconciliations, accounts receivable and accounts payable. Performs accounting functions, completes federal and state financial payroll tax reports, and maintains general ledger accounts; accounting balance sheets schedules; account receivable schedules and supporting income and expense reports. Analyzes reports, interprets, creates time managementschedule, and completes month end, audits, and data entry for accounting transactions. My position performed all Accounts Payable duties.

# Regal Property Management Accountant, Jan. 13 – June 13

General accounting procedures which include banking, account reconciliations, accounts receivable and accounts payable. Direct the association's collection of money, manage cash flow and pays bills relating to expenditures. Create community budgets using financial analysis, and provide monthly financial reports including the balance sheet, profit and loss, comparison reports, and bank reconciliations. Reported to the Board Members; performs accounting functions, completes federal and state financial payroll tax reports, maintains general ledger accounts; accounting balance sheets schedules; account receivable schedules and supporting income and expense reports. Analyzes reports, interprets, creates time management schedule, and completes month end, audits, and data entry for accounting transactions. My position performed all Accounts Payable and Accounts Receivable duties.

# Beautiful Bride Magazine (Mark One Media, Inc.) Controller, Aug. 12 – Jan. 13

Accountable for the accounting operations of the company, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards. My position performed all Accounts Payable and Accounts Receivable duties.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ***University of Phoenix***

# Full-Time Student, Dec. 2008 - Nov. 2012 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Education**

Cordova HS - Graduate 1984 + R.O.P- 1983 - Retail Sales and Auditing, UOP **–**

**Bachelors in Business Administration & Accounting**

**Technical Skills**

Intermediate skills with PeopleSoft, Crystal Reports, Quicken, QuickBooks, VMS, Excel, Office Ally Medical Billing Software, MS Works, Outlook, PowerPoint, Trend, Sage 100, Lacerte, Creative Solutions, Collection Partner, AS400, POS Systems, Peachtree, Info Genesis, Micros, American Contractor, Net Suite, Busy Busy, ADP, MIP, proprietary software, and more.

**Memberships**

National Society of Accountants

American Institute of Professional Bookkeepers

National Notary Association