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# ROBERT THURBER

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## PROFESSIONAL SUMMARY

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Experienced accounting professional with 11+ years of expertise in construction, real estate, and consulting. Skilled in driving financial accuracy, optimizing cost structures, and aligning reporting with business objectives. Adept at managing multi-million-dollar projects, ensuring compliance, and delivering measurable results.

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## SKILLS

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- Team collaboration
- Attention to detail
- Adaptability
- Communication
- Problem solving
- Full-Cycle Accounting
- Construction Project Accounting
- Cost Control & Budget Forecasting
- Tax Compliance & Reporting
- Accounts Payable & Receivable Management
- Payroll Processing & Compliance
- Forensic Auditing & Risk Mitigation
- Business Analysis & Strategic Planning
- Financial Reporting & Reconciliation
- Internal Controls & Process Improvement
- Software Implementation
- Data Analysis & BI Tools (Excel, Power BI)
- AIA Billing (G702/G703) & WIP Reporting

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## EXPERIENCE

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### NELSON ENTERPRIZES, LLC

Brooklyn, NY

#### Operator & Accountant/Consultant

07/2022 to Current

- Revamped financial records for 10+ small and medium-sized businesses, boosting reporting efficiency and ensuring full tax compliance for multiple fiscal years.
- Implemented and trained clients on QuickBooks and integrated platforms (Yardi, MRI, Xero, AppFolio), improving their reporting efficiency by 30% and enabling management to make faster business decisions.
- Audited purchasing data, uncovered inefficiencies, and developed procurement strategies that reduced material wastage by 20% and saved clients on long-term repair costs.
- Prepared detailed monthly, quarterly, and annual statements, reconciliations, and audit-ready reports for CPA review, cutting closing cycles by 20% and minimizing penalties.
- Built and maintained strong client relationships that generated repeat business, increased referral traffic, and grew consulting revenue by over 25% year-over-year.

### COUNTYWIDE BUILDERS

Brooklyn, NY

#### Project Accountant

07/2016 to 06/2022

- Directed full-cycle accounting operations for residential and commercial developments with budgets reaching \$25M, ensuring compliance with all project financial controls and GAAP standards.
- Reduced project timelines by 15% by coordinating fire, safety, and electrical teams internally, preventing costly outsourcing and ensuring faster approvals.
- Conducted AIA billing (G702/G703), job costing, and WIP reporting with 98% accuracy, which improved cash flow forecasting and minimized budget overruns.
- Implemented cost-reduction initiatives, vendor negotiations, and process improvements that saved the company over \$50K annually.
- Modernized accounting processes by introducing QuickBooks Enterprise and automating reporting tasks, raising accuracy by 20% and cutting manual work by hours per week.

## THE WONDERFUL GROUP

Fort Lauderdale, FL

### Full Charge Bookkeeper

01/2014 to 01/2016

- Oversaw all accounting functions, including AP/AR, payroll, reconciliations, and month-end close as the company scaled into new markets and introduced 3D printing services.
- Developed customized cash flow forecasts and budget variance reports that guided leadership in strategic planning and reduced financial risk.
- Streamlined processes to reduce operating costs by 25% while supporting a 15% customer base expansion, enabling the company to reinvest in product development.
- Produced accurate GAAP-compliant financial statements that were used to attract investors and secure funding, while maintaining a strong internal control framework.
- Increased revenue by 25% through tighter cash flow management and improved invoice collection times.

## FITLETIC SPORTS LLC

Miami, FL

### Full Charge Bookkeeper

01/2012 to 01/2014

- Managed accounts receivable/payable, payroll, and reconciliations with 95% accuracy across multiple cycles per month, reducing error rates by over 15%.
- Produced timely and precise financial statements, ensuring 100% adherence to compliance and audit requirements while supporting management with actionable insights.
- Strengthened vendor relationships by negotiating better payment terms, resulting in improved cash flow and stronger supplier partnerships.
- Reduced overdue receivables by 20% through proactive follow-ups, improved documentation tracking, and created a consistent collections process.
- Developed and maintained a structured filing system to guarantee audit readiness, streamline record retrieval, and ensure compliance with company policies.

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## EDUCATION

- **BACHELOR OF ARTS IN FINANCE** - Florida International University
- **ASSOCIATE OF SCIENCE IN LEGAL ASSISTING** – Broward College
- **ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION** – Miami Dade College

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## CERTIFICATION

QuickBooks Certified User Desktop AWS Cloud Practitioner | AWS Certified Solutions Architect | Oracle Certified Foundations Associate | Data Science with Python | Business Analysis | Business Data Analyst (Power BI, Excel) | PMI-ACP | Software Q&A & Testing