SALEM E PETROS

SENIOR CONSTRUCTION ACCOUNTANT | CONSTRUCTION ACCOUNTING & OPERATIONS

Garland, TX 75040 | 202-294-3118 | salem.dbs@gmail.com

PROFESSIONAL SUMMARY

Senior construction accounting professional with 20+ years of experience in full-cycle accounting, construction job costing, WIP reporting, AIA progress billing, payroll, and month-end closing. Served as Fractional CFO for a construction and facilities services company, advising leadership on budgeting, cash flow, project profitability, and operations. Experienced in AIA G702/G703 payment applications, schedules of values, retainage, construction loan documentation, QuickBooks, and Excel.

CORE QUALIFICATIONS

Construction Accounting & Job Costing | WIP Reporting | AIA G702/G703 Progress Billing | Schedules of Values & Retainage | AP/AR & Payroll | General Ledger & Month-End Close | Reconciliations | Budgeting & Cash-Flow Planning | Project Profitability | Construction Operations & Workflow Improvement

PROFESSIONAL EXPERIENCE

Natural Environment LLC | Sandy Spring, MD – General Contractor

Full-Charge Bookkeeper / Staff Accountant / Fractional CFO | February 2009 – August 2026

- Oversaw full-cycle construction accounting, including general ledger, AP/AR, payroll, reconciliations, and monthly reporting.
- Provided Fractional CFO-level oversight and advice to leadership on budgets, cash flow, operating decisions, and business performance.
- Tracked job costs and work in progress (WIP), reviewed project profitability, and helped management identify cost and performance issues.
- Coordinated with project managers, subcontractors, vendors, and leadership to align accounting records with project activity.
- Supported estimating, bid preparation, project planning, and day-to-day construction operations.
- Designed accounting controls, reporting procedures, and operational workflows to improve accuracy and accountability.
- Coordinated year-end accounting records and tax documentation with outside professionals.
- Built a Google Drive-based project reporting workflow to improve visibility, communication, and timely access to project information.

Serene Builder & Serene Global Group Inc. | Richardson, TX

Senior Accountant / Business Director| February 2015 - May 2017

- Performed month-end close, journal entries, invoicing, reconciliations, and financial reporting.
- Prepared AIA G702/G703 progress payment applications, schedules of values, and retainage tracking; improved construction billing workflows.
- Coordinated construction loan documentation with underwriters, lenders, loan managers, and securitization teams.
- Created weekly and monthly spending reports and Excel analyses comparing business performance against goals.
- Supported payroll processing, electronic deposits, pay adjustments, transfers, and payments.
- Prepared quarterly reporting for multiple properties and organized documentation for corporate tax returns.
- Streamlined accounting processes and construction project workflows supporting budgets, purchasing, and team communication.

EDUCATION & TRAINING

University of Maryland University College | Advanced Accounting Certificate

61 credit hours in basic, intermediate, and advanced accounting, auditing, and business law | GPA: 3.8

TECHNOLOGY

QuickBooks Online & Desktop (Contractor, Premier, Enterprise) | Microsoft Excel (including VLOOKUP) | Buildertrend | Buildxact | Google Workspace | Microsoft Word, Outlook & PowerPoint | Workflow Development & Automation

LANGUAGES

English – Professional proficiency | Italian – Fluent | Spanish – Basic (currently learning)