



## Tammy Gadouas

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Deltona, FL 32738

## SUMMARY

Objective To obtain a responsible and challenging position that will utilize my experience, expand my knowledge, and offer opportunities for personal growth.

## SKILLS

- Microsoft Excel Microsoft Word
- Microsoft Outlook Microsoft Power Point
- Microsoft Access, Go File Room, Share File, Great Planes/ Dynamics
- Peachtree, PC Law, Adobe Software
- QuickBooks, QuickBooks Enterprise, QuickBooks Online
- Google Suites
- Project management
- Procore
- AIA Documents

## EXPERIENCE

### Construction Controller

Orlando, FL 32801

Crystal Hospitality Group Inc. August 2023-current

- Oversaw financial operations including AP/AR, job cost accounting, payroll and cash flow management
- Develop and maintain the system of internal accounting controls and financial reporting
- Work-In-Progress reporting
- Produce monthly financial statements
- Coordinate quarterly accounting reviews, annual audits and tax returns
- Maintain state registrations, business and tax licenses, etc
- Utilized AIA Contract for billing with supporting lien waivers and documents
- Utilized QuickBooks online advanced and Procore.
- Managed HR functions and developed a Team Player atmosphere

### Assistant Financial Controller/Acting Controller May 2022-December 2022

Altamonte Springs, FL

Secured Investment Lending/ Jun 2016 to Dec 2022

- Monitored accounting, payroll and financial reporting activities.
- Oversaw month-end closing process, prepared financial statements and managed advanced reconciliations.
- Maintained general ledger and chart of accounts, performed complex accounting functions such as journal entry preparation, account analysis, balance sheet reconciliation and preparation of quarterly financial statements.
- Coordinated timely collections with appropriate project managers and customers to manage cash flow.
- Administered payroll for employees and oversaw corporate payroll reconciliation and tax activities.

### **Operations Manager**

B&L Office Solutions Feb 2015 to Jun 2016

- Performed bookkeeping functions including accounts payable, accounts receivable, and managed general ledger Generated month and period end financial reports Administered bi-weekly payroll and employees benefits Customer Service/ quoted and priced jobs, handled customer complaints Responsible for scheduling efficiently Assisted field technicians when needed

### **Full Charge Bookkeeper**

Seabreeze Bookkeeping and Tax Services Jul 2014 to Dec 2014

- Process monthly bookkeeping for various clients ranging from sole proprietors to 20 location franchises Prepare financial statements Prepare and submit monthly sales and use tax for various clients ranging from sole proprietors to intermediate size companies
- Prepare and submit quarterly 941 returns for clients of SBTS Perform monthly bank reconciliations Prepare Monthly financial statements for various clients of SBTS Quality check clients Ledger accounts and financial statements prior to client delivery.

### **Staff Consultant**

James Moore Co Mar 2014 to Jun 2014

- Process monthly bookkeeping for various clients ranging from sole proprietors to 20 location franchises Prepare financial statements Prepare and submit monthly sales and use tax for various clients ranging from sole proprietors to 20 location franchises Prepare and submit quarterly 941 returns for clients of JMCO Perform monthly bank reconciliations Prepare Monthly financial statements for various clients of JMCO

### **Full Charge Bookkeeper**

Green Miles Lipton, LLP May 2012 to Apr 2014

- Accounts Payable, Accounts Receivable, Billing, and Payroll Account Reconciliation of operating accounts and trust accounts Reconciliation of sub-ledgers to the general ledger Pre-prepare Financial Statements Manage Trust and General Retainer Liability Accounts Establish Internal Control Policies

### **Payroll and Benefits Clerk**

SNI Companies Sep 2009 to Nov 2010

- Maintained the weekly payroll and benefits associated with payroll deductions Managed electronic time clock system for hourly and salaried employees Weekly billing for client services Accounts Payable- when needed I entered and processed invoices, and cut checks as needed Assisted HR department as needed

### **Accounts receivable clerk**

Springfield, MA

L.E. Belcher, Inc/ Oct 2007 to Jun 2009

- Received and posted cash Received and posted ACH, EFT payments, and manage Customer Credit Accts

- Assisted with balancing general ledger accounts Audited daily cash receipts of retail locations Managed Petty Cash

#### **Office Manager**

Chicopee, MA

Class Doctor of Massachusetts/ Jan 2005 to Oct 2007

- Performed bookkeeping functions including accounts payable, accounts receivable, and managed general ledger Generated month and period end financial reports Administered weekly payroll and employees' benefits Customer Service/ quoted and priced jobs, handled customer complaints Assisted field technicians

### **EDUCATION AND TRAINING**

#### **Associates of Accounting**

Holyoke Community College Jan 2012

Holyoke, MA

Phi Theta Kappa, Honors Dean's List

