**DIANA NARVAEZ**

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**EDUCATION:**

Bachelor’s Degree in Accounting.

**EXPERIENCE:**

**REGO GROUP –** Hartford, CT September 2003 – August 2011

**I** **conducted the accounting of the 10 companies that belong to Rego Group**. REGO CORP (Real Estate), GORET CORP (Real Estate), REGO REALTY CORP (Management), REGO CONSTRUCTION LLC (Construction Maintenance), REGO SERVICES LLC (Maintenance), GONGOS SERVICES LLC (Maintenance), KAYEL SERVICES LLC (Maintenance), REGO BUILDING SUPPLIES LLC (Hardware), SJMJ LLC (Construction), MANCORA APARTMENTS LLC (Real Estate)

. Used QuickBooks Enterprise Solutions.

. Processed and managed accounts receivable.

. Reviewed, identified any mistake and reconciled account balances of clients based on documents.

. Processed rent adjustments due to no compliance with housing program regulations.

. Monitored open invoices activity.

. Received, sorted, coded and processed bills and payments of accounts payable.

. Received, processed, prepared and presented annually property taxes comparative analysis.

. Prepared bank reconciliations.

. Monitored daily bank account transactions and communicated with servicing banks regarding differences in order to reconcile the differences.

. Processed security deposit refund and calculated interest.

. Processed and controlled monthly payments for 50 real estate mortgages and credit lines.

. Processed and controlled monthly construction mortgages.

. Processed monthly reserves accounts required by banks.

. Reconciled monthly mortgages account balances.

. Monitored maturity date of real estate mortgages for refinance.

. Processed and controlled monthly credit cards.

. Reviewed and verified payoff statements.

. Reviewed and verified Uniform Settlement Statement before closing date.

. Entered transactions into computerized accounting systems based on Uniform Settlement Statement (HUD-1)

. Reconciled account balances between the intercompanies.

. Researched and identified discrepancies and/or balances differences between the intercompanies.

. Prepared and presented general financial statements (by property, year)

. Prepared and presented regulatory and financial documentation to financial institution.

. Prepared monthly vacancies report spreadsheets and graphs by property, by # rooms, by date, etc.

. Prepared monthly real estate mortgages spreadsheets by property. (Bank name, original date, maturity date, interest rate, principal, interest)

. Prepared monthly profit and loss comparative unit report spreadsheet by # unit.

. Monitored budget activity.

. Received 1099 Forms and matched between computerized accounting information and the forms provided for Section 8, State of CT, banks and other.

. Provided all documents required and answered any questions by Insurance Company Audit.

. Entered weekly employee timesheet information and processed paychecks.

. Processed employee benefits. (Sick day, vacation, birthday)

. Prepared and processed weekly, monthly and annually payroll taxes payment.(Federal Withholding, Social Security, Medicare, CT Withholding, State Unemployment, Federal Unemployment.

. Researched and identified discrepancies y/or differences of payroll taxes balances between DOL and the companies.

. Prepared and processed monthly OS-114

. Prepared and processed quarterly Form 941, CT941 and UC2.

. Prepared and processed annually Form 940, W-2, W-3, 1099, 1096, CTW3 and OP-424.

. Provided all documents required and answered any questions by DOL Audit.

. Provided information and answered any questions required by DOL regarding any employee.

. Maintained records for all financial transactions.

. Provided annual all financial documents required by External Accountant to prepare Income Tax Return.

**LA CASA DE PUERTO RICO** – Hartford, CT July 2004 - May 2005

**Update of the accounting of the 2002-2003 of the 3companies that belong to this institution and conducted the accounting of 2004 and 2005.**

Used Peachtree Enterprise Solutions, invoiced and processed payments received from customers, received, sorted, coded and processed bills and payments, prepared bank reconciliations, communicated with servicing banks regarding differences in order to reconcile the differences, entered weekly employee timesheet information and processed paychecks, reconciled account balances between 3 intercompany, researched and identified discrepancies and/or balances differences between 3 intercompany, prepared and presented general financial statements, monitored open invoices activity and maintained records for all financial transactions.

**SKILLS SUMMARY:**

. Proficient in QuickBooks Enterprise Solutions, Peachtree Solutions, Quicken, M-Pulse, Microsoft Excel, Word, Publisher, Outlook Express.

. Strong organizational skill.

. Strong financial, qualitative analytical and attention to detail.

. Skilled in creating reports, spreadsheets, presentations and graphs.

. Able to prioritize tasks and meet deadlines.

. Able to learn other systems/applications quickly and easily.

. Data entry.