

Kim Vanderley

League City, TX 77573

281.701.7097

kim.harris07@yahoo.com

CAREER HISTORY

2018 to Current

Mesa Line Services, LLP *Accounts Payable Manager*

- Manually code up to 500 invoices per week to appropriate GL account, route for approval, enter into Quickbooks
- Process check runs on a weekly basis
- Purchase order liaison between field supervisors and office employees
- Manage all vendor accounts by reviewing, researching and reconciling statements and transactions
- Support the monthly closing process
- Produced 1099's at year end close
- Establish new policies and procedures with the Accounts Payable department
- Oversee and transition the Accounts Payables department to company-wide new software - **Explorer Eclipse**

2013 to 2017

Clearwater Utilities, Inc. *Accounts Payable Manager*

- Scanned invoices into **Sage Paperless** - coded to appropriate GL account, approved or routed for approval, posted into **Sage Construction 300**
- Reconciled equipment repair credit statements and paid online monthly
- Reconciled 11 credit card statements for all seven companies and paid on a monthly basis
- Processed check runs on a weekly basis for all companies
- Liaison for all accounts payable between companies and owners
- Resolved any account discrepancies by researching; issuing stop payments, adjustments or payments
- Managed all vendor accounts by reviewing, researching and reconciling statements and transactions

- Supported the monthly closing process by reconciling accounts and posting entries
- Entered job costs for each project awarded using **Sage Construction**
- Tracked job costs and materials from various invoices using **Excel** spreadsheets
- Prepared credit applications for new vendors
- Built and maintained professional relationships with all vendors by constant communication and understanding their need

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2010 to 2013

Production Facilities Equipment Co., Inc. *Office Manager/Bookkeeper/HR*

- Accounts Receivable - Received payments into **QuickBooks**, posted sales tax, deposited checks traditionally and using online **Treasury Gateway**
- Accounts Payable - Coded invoices and matched to purchase orders; disputed and settled any discrepancies either with Purchasing department or vendor. Entered into **QuickBooks**. Cut checks weekly and matched to vendor invoices.
- Produced weekly and bi-weekly payroll for salaried and hourly employees. Tracked vacations, attendance and

ensured employee deductions were accurate and up to date with services purchased. Entered payroll invoice into **QuickBooks** weekly

- Created Estimates, Sales Orders and Shop Orders. Created job folders and followed through with invoicing once job had shipped. Called clients on past due invoices when necessary
- Reconciled and paid multiple credit card statements on a monthly basis
- Reconciled four bank statements per month and submitted books to CPA
- Calculated and paid sales tax for Texas and Louisiana each month
- Produced 1099's at year end, paid Franchise and Quarterly Taxes accordingly
- Scouted new insurance (health, dental, vision) and benefits (life insurance, AD&D, short term/long term disability, Aflac) yearly as needed. Met with vendors, gathered census, researched plans and determined best solution for company and employees
- Acted as liaison between employee and insurance company helping employees understand their needs and services offered

2008 to 2010

Kalmans Marshall Engineering, Inc. *Project Secretary*

- Participated in weekly meeting with managers; updated production schedule accordingly to ensure projects were completed in a timely manner
- Provided administrative support to various departments/managers with the preparation of all project correspondence
- Scheduled off-site review meetings including set-up, audiovisual equipment, flip charts, lunches, overnight hotel rooms, flights and vehicle rentals for three offices
- Coordinated with various vendors to schedule maintenance and installation of equipment
- Prepared POR's, RFI's and CPR's using transcription from 3 field technicians

2007 to 2008

M & D Foundation Drilling Industries, Inc. *Project Coordinator/Accounting Assistant*

- Prepared take-offs and solicited quotes for state approved concrete, rebar, and other project materials
- Submitted purchase orders, tax exempts, change orders, mix designs and certified payroll
- Coordinated the purchase and delivery of materials with vendors to ensure job site efficiency
- Coordinated the rental of equipment and/or jobsite delivery of drilling rigs
- Reviewed, coded and processed all invoices using **QuickBooks**; tracked all job costs to ensure project stayed within contract guidelines
- Processed employee payroll and per diem on a weekly basis using **QuickBooks**

- Maintained professional relationships with all clients, and vendors

2001 to 2007

APCO Paving *Coordinator/Estimator/Bookkeeper*

- Met with clients on and off site to discuss the best solution for their project
- Calculated and produced estimates for clients in a timely manner
- Established and maintained professional relationships with vendors and clients
- Managed office staff and field personnel on a daily basis
- Accounts payable, accounts receivable, produced invoices, payroll, and tracked all project expenses using **QuickBooks**