

## Christine Rojek

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### Summary

Proficient, accurate, and multi-dimensional performer with a rich background in successfully managing the accounting operations for small to large-sized companies.

Possesses process improvement expertise with a deep understanding of accounting principles to analyze current systems and implement directives that standardize practices, financial integrity, and best practices. A diplomatic leader who is accustomed to roles requiring due diligence, forensic talent, and the ability to work under pressure while remaining positive and focused.

### Value Offered

General Ledger and Month End Closings  
Revenue Recognition  
Expense Control & Reduction  
Process Development & Improvement

Financial Reporting and Analysis  
Project Management & Reporting  
Payroll Administration  
Staff Training, Development & Mentoring

MFS Engineers & Surveyors, South Plainfield, NJ  
**Senior Accountant**

2020 – Present

Work directly with Controller on month-end close; perform all bank reconciliations, monthly credit card process and reconciliation. Review P&L, Balance Sheet, various account analyses, and journal entries as required. Work with PM's to compile Monthly Revenue Forecasts. Assist with annual financial and FAR audits. Backup to ADP TotalSource and ADP Workforce payrolls.

GALLAS SURVEYING GROUP – North Brunswick, NJ  
**Accounting Manager**

2009 – 2019

Responsible for all accounting functions for small (\$5M) land surveying firm – cash management, payroll, billing, collections, AP, and monthly financial reporting. Reviewed client contracts for favorable terms and conditions, potential liabilities, and indemnification language. Worked directly with Owner and insurance brokers on Business Insurance package and Healthcare Insurance to determine best options for coverage.

AECOM – Piscataway, NJ  
**Project Accountant**

March, 2013 – August, 2014

Assisted Project Managers with project setup and closeout, monitored project performance and key indicators, assisted PM's with preparation and updates of Estimates to Complete for projects, reviewed revenue and unbilled balances to ensure proper revenue recognition, worked with PM's to ensure proper recording and recognition of change orders.

BAMCO, INC. – Middlesex, NJ  
**Senior Accountant**

2008 – 2013

Worked directly with CFO on month end reporting for mid-sized fabricator and installer of aluminum composite wall panel system. Responsible for general ledger, journal entries, account analyses, and fixed asset reporting. Worked with project and shop managers in updating cost projections for 'material only' jobs in order to calculate percent complete for monthly revenue recognition. Reviewed contracts for potential liabilities and reporting requirements such as prevailing wage, retainage, and performance bonds.

THE PMK GROUP – Cranford, NJ

2004-2008

**Accounting Manager**

Team leader in executing general accounting practices for a multi-disciplined engineering firm. Oversaw daily operations including general ledger, billing, accounts payable, payroll, month-end closings, and financial reporting. Devised executive summaries containing financial results. Maintained accounting software. Hired, trained, and mentored staff of eight, and managed performance reviews and made compensation recommendations.

- Tasked by CFO to identify and rectify reporting problems in newly converted accounting software; improved productivity and efficiency after resolving issues. Restored user confidence.
- Restructured the month-end close process and established timelines to ensure monthly deadline was consistently met. Enhanced financial reporting and integrity by incorporating monthly project reviews into the close process.
- Spearheaded initiative to research and reconcile account balances in customer retainers and unapplied cash accounts. Ensured all balance sheet accounts were analyzed on a monthly basis.
- Partnered with CFO in developing new budget model featuring key business metrics. The new model helped managers define their monthly performance drivers.
- Improved project billing accuracy, accounts payable efficiency, and employee reimbursement turnaround after configuring, testing, and launching the employee expense reimbursement module.

FUJITSU – Edison, NJ

1997 to 2003

**Billing Manager**

Managed billing staff of 11 which processed more than \$40M in monthly billing cycle for US division of global provider of IT services and business solutions. Group was accountable to setup clients and projects, process time and expense activity, and generate monthly invoicing. Additional responsibilities included managing department monthly close, revenue recognition for large fixed fee projects, and commission reporting. Hired staff, conducted performance reviews, and made compensation recommendations.

- Worked with IT group in developing and implementing an on-line timesheet system to process more than 2,000 weekly timesheets. This achievement shortened the department's month-end close process to 2 business days.
- Served as a project team Subject Matter Expert in testing and implementing the Oracle PAS billing system to transition the US billing function to Canada.

-Prior career achievements and experience with CAP GEMINI AMERICA (12years) happily discussed during a personal interview. Began as a Payroll Administrator-promoted to Staff Accountant-promoted to GL Supervisor. Final position was Accounting Manager.

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**Education**

MIDDLESEX COUNTY COLLEGE – Edison, NJ  
**AAS in Business Administration with Accounting Focus**

BROOKDALE COMMUNITY COLLEGE – Lincroft, NJ  
**Project Management Training**

**Technical Proficiencies:**

Deltek Vision Accounting Software, Spectrum Accounting Software, Quickbooks, ADP TotalSource, Paychex Payroll, Excel, Word