

# JUSTINE JABS

justinejabs@yahoo.com • 502 Battlement Creek Trail • Parachute, CO 81635 • (970) 366-2220

## SUMMARY

Self-motivated, dedicated, and detail-oriented professional looking for a stimulating and challenging career. Experienced in office management, accounts payables/receivables, human resource processes, payroll, and employee and vendor relations. Advocate for improving operational efficiencies to save time and money. Exceptional organizational, analytical, problem-solving and computer skills with a strong work ethic and loyalty to employer. Well-rounded in accounts payable and performing all other accounting functions.

- ♦ QuickBooks Online
- ♦ Accounts payable
- ♦ Office Management
- ♦ Vendor Relations
- ♦ Payroll
- ♦ Bookkeeping

## PROFESSIONAL EXPERIENCE

### **Office Manager/Bookkeeper**

01/2018-Present

Mountain Air Mechanical

- Accounts payable – Process all invoices, matching to purchase orders and quotes or posting to expense accounts. Prepare aging reports and issue payments to vendors. Create purchase orders. Process expense reimbursement payments. Research and resolve invoice discrepancies or issues. Maintain vendor relations. Collect W-9s and distribute IRS 1099 forms at year end.
- Accounts receivable – Create and send invoices, including AIA billings for large projects. Oversee and assist with collections. Generate and review aging reports. Enter and handle bank deposits and correctly apply payments to customer accounts.
- Payroll – Verify, manually enter, and process payroll biweekly for 35 employees. Calculate and enter mandatory and voluntary deductions. Process payroll tax payments and issue payments to vendors associate with payroll deductions. Complete and submit quarterly and annual payroll tax forms (e.g. IRS 940 and 941). Reconcile, generate, and distribute W-2 forms.
- General accounting – Perform monthly bank reconciliation for two accounts. Enter manual journal entries as required. Set up new jobs and enter budget estimates for job costing; generate job costing reports. Post inventory and materials to job. Control petty cash and replenish when needed. Gather information for accountant for annual tax returns and assist with year-end closing.
- Human Resources – Post job openings and conduct interviews (office staff only). Perform new hire orientation. Manage and coordinate employee benefits. Handle and submit Workers Compensation claims. Update employee handbook and policies as necessary.
- Office/Administrative – Supervise and train office staff. Assist with company insurance renewal process, including annual insurance audits. Manage fleet and fuel cards. Manage cellular plan and phone assignments. Maintain various company lists.

### **Accounting Specialist**

02/2017-12/2017

Mountain Air Mechanical

- Process accounts payable and perform other tasks as requested or required.

### **CA Administrator**

11/2016-04/2017

Cheryl&Co. Real Estate

- Managed Homeowner's Associations

### **Project Coordinator/Office Manager** (part-time)

06/2015-12/2017

Restaurant Retrofit Consulting, Inc.

Rifle, CO  
(Telecommute)

- Entered, monitored, and classified transactions in QuickBooks online.
- Generated and submitted progress invoices to owners; followed-up on payment status.
- Produced cost analysis in Excel for each project for submittal to clients.
- Drafted Subcontract Agreements, Tenant Improvement/Client Agreements, budget estimates, and project schedules.
- Sent, collected and verified Subcontract Agreement and Subcontract Requirements.
- Tracked and processed subcontractors' invoices and payments.
- Gathered tenant-required documents and submit to landlords and owners.
- Administered payroll for superintendents.
- Searched for subcontractors of all trades in various areas/regions to bid projects.
- Generated and submitted bid invitations to subcontractors for new projects.

- Created subcontractor bid analysis for each project.

### **Project Controller**

Tri-North Builders, Inc.

10/2014-06/2015  
Fitchburg, WI

- Managed multiple job files start to finish as assigned.
- Processed subcontractors' invoices and payed timely; coordinated check exchanges.
- Distributed and collected contractually required documents.
- Monitored and verified subcontractor compliance.
- Gathered required documents and assembled closeout packages and submitted to owners.
- Generated and submitted progress and T&M invoices to owners; followed-up on payment status.

### **Accounts Payable/Insurance Administrator/Data Entry Clerk**

Tri-North Builders, Inc.

08/2014-10/2014  
Fitchburg, WI

- Processed invoices with proper coding and applied against open purchase orders.
- Pulled weekly check preview and ensured vendor discounts were maximized.
- Entered job cost and various AP transaction entries.
- Processed expense reimbursement forms and credit card statements.
- Reconciled vendor statements – Researched and resolved discrepancies.
- Administered insurance compliance – Reviewed insurance certificates and endorsements to ensure they were in compliance with written contracts. Followed up with non-compliant contractors.

### **Office Manager**

Bill Barrett Corporation

12/2007-06/2014  
Silt, CO

- Managed field office accounts payable – Received, sorted, scanned, and processed an average of over 1,000 invoices per month ensuring proper coding and timely payment. Reconciled monthly statements. Researched and resolved invoice or payment issues.
- Completed expense reimbursement forms and credit card expense reports.
- Researched field operating/project costs via Oildex and Excalibur Queries and generated MS Excel spreadsheets for tracking and analyzing purposes.
- Aided Area Superintendent and Foremen with various tasks like tracking costs, invoice research and tracking, new hire process, and scheduling.
- Supervised office staff, including performing annual performance reviews and approving time sheets and time off requests.
- Assisted in hiring process and performed new hire orientation for all new employees.
- Liaised human resources tasks (field office to corporate) – Worked with corporate HR to assist employees, relayed HR-related communications to field office.
- Monitored, facilitated and oversaw office cleaning, maintenance, repairs, and supplies; consistently kept office-related costs 30-40 percent below budget.
- Scheduled and coordinated annual Contractors safety meeting and all office events (e.g. executive team meetings, employee parties, etc.).
- Created strong vendor relations – Assisted vendors with invoice or payment issues and invoice submittal process.
- Controlled vehicle fleet – Reported mileage monthly, maintained files for service records, processed license renewals, and scheduled service appointments.
- Collaborated with corporate departments to guarantee company, employee, and vendor interests were met.

### **Department Assistant/Legal Secretary**

Iowa County District Attorney

09/2002-10/2007  
Dodgeville, WI

### **Accountant I**

AAA Wisconsin

06/1997-09/2002  
Madison, WI

- Performed entry-level accounting.

## **EDUCATION**

### **Accounting** (34 of 66 credits completed)

Southwest Wisconsin Technical College • GPA 4.0

2006-2008  
Fennimore, WI

## **CERTIFICATES**

### **Management 101 Workshop – Certificate of Completion**

Lynne Eisaguirre – Workplaces That Work

2012  
Denver, CO

### **State Certified – Skill Certificate in Financial Services**

State of Wisconsin Department of Industry, Labor, and Human Relations

1996  
Madison, WI