

# Brooke Baity

## Accounting Manager

King, NC 27021

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336.391.7483

#readytowork

## Work Experience

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### Accounting Manager

Jacob's Contracting, LLC

June 2011 to July 2019

#### Accounts Payable Responsibilities

- Efficiently handled all purchase orders and subcontracts for smooth transactions.
- Validated payment requests for subcontractors and work completed.
- Ensured compliance in licensing and insurance for all subcontractors and suppliers
- Responsible for entering all AP invoices and pay applications as they came in.
- Filled out credit applications for new AP vendors.
- Handled all job-related expenses from project managers and foremen
- Administered company phones through Verizon - ordered new phones, handled any issues

#### Accounts Receivable Responsibilities

- Stayed on top of billing to get paid on time for multiple contracts monthly.
- Set up all new jobs in accounting software system.
- Completed all prequalifications (required paperwork) for bidding on jobs.
- Worked with project manager to get all new contracts/purchase orders completed.
- Kept track of progress on each job for accurate billing including contract amount, percent complete, and amount left to bill.
- Updated Schedule of Value monthly for project manager to record percent of work complete.

## Education

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### B.S. in Accounting in Accounting

High Point University

May 2011

### Associates Degree in Applied Science in Accounting

Surry Community College

May 2008

## Skills

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- Accounting
- Budgets

- General ledger
- Invoices
- Journal
- Job cost
- Timberline
- Timberline accounting
- Excel
- Microsoft excel
- Microsoft powerpoint
- Powerpoint
- Microsoft word
- Word
- Detail-oriented
- Bookkeeping
- Outlook
- Accounts Payable
- Receptionist
- Budgeting
- credit
- Accounts Receivable
- Account Reconciliation
- Bank Reconciliation
- Construction Experience
- English

## Certifications and Licenses

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### **Notary Public**

June 2016 to June 2021

## Additional Information

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### Skills & Strengths

- Timberline Accounting Software, Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Prepare invoices, journal entries, job cost accruals; compute fees and charges, project budgets, lien releases, reconcile general ledger and bank accounts
- Detail-oriented, organized, client relationship skills, project management, strong communicator, collaborative work