

1. Accounts Payable & Receivable

- Processed a high volume of vendor invoices and subcontractor pay applications, ensuring accurate GL coding, proper approvals, and timely payments.
 - Issued client invoices in accordance with contract terms, including AIA G702/G703 billing formats, maintaining accuracy and consistency.
 - Monitored accounts receivable aging reports, proactively followed up on outstanding balances to improve cash flow and minimize overdue accounts.
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2. Job Costing & Budget Tracking

- Maintained detailed job cost records by project, accurately coding transactions and aligning them to project budgets.
 - Partnered with project managers to track change orders, manage budget updates, and forecast remaining project costs for better financial planning.
 - Reconciled all job-related transactions, providing periodic cost-to-complete analyses to leadership for informed decision-making.
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3. Financial Reporting

- Prepared monthly Work in Progress (WIP) schedules, updating projected revenues and costs based on project status.
 - Assisted in the preparation of internal financial statements and audit-ready schedules in coordination with external auditors.
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4. Compliance & Documentation

- Ensured strict adherence to internal control policies, accounting standards, and financial procedures during day-to-day operations.
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5. General Ledger & Reconciliation

- Conducted monthly bank and corporate credit card reconciliations, resolving discrepancies promptly to ensure accurate financial reporting.

- Reconciled assigned general ledger accounts, investigating variances and correcting entries to maintain GL integrity.

6. Cross-Functional Support

- Collaborated cross-functionally with project management, HR, and procurement teams to resolve financial issues and improve workflow efficiencies.
- Supported vendor onboarding by collecting and maintaining tax documentation (e.g., W-9 forms) to ensure compliance and smooth payments.
- Processed employee expense reports and reconciled corporate credit card accounts, ensuring adherence to company expense policies.