

Penny Mathews

Construction Accountant, Controller, Project Accountant, Project Controller, Senior Project Accountant, Sage 300, Sage 100

Fort Lauderdale, FL

pennymathews1@gmail.com

- 15+ years of Construction and Project Accounting

Job cost reporting and variance analysis to Project Managers and Upper-Management
Code/phase accounts payable invoices, subcontractor pay apps, track and update vendor/
subcontractor COI, lien waiver, etc.

Coordinate with PM's monthly AIA G702/G703 Owner Draws

Track owner/subcontractor change orders

Execute subcontractor agreement and change orders

Participate in Project Manager meetings updating job costs, budgets, cost estimates, variances, owner change orders, potential change orders, subcontractor change orders, RFI's and any other project-related issues

Accounting Software:

Sage 300 CRE, Sage 100, Timberline, QuickBooks, Quickbooks Online, Spectrum, ComputerEase, Microsoft Outlook, Word, and Excel

Authorized to work in the US for any employer

Work Experience

Controller/Accounting Manager

Jesse Tremain Tile & Marble, Inc & Tremain Ceramic Tile & Marble Flooring, Inc.

February 2013 to Present

Perform project coordination, accounting, and reporting

Reconcile bank statements monthly

Process accounts payable and manage/update vendor information

Coordinate with PM's to prepare AIA G702/G703 Pay Applications

Process and code monthly subcontractor pay applications

Track subcontractor change orders to ensure approval prior to billing

Execute subcontractor agreements, verify COI, lien waiver requirements, certified payroll reports as specified in subcontract agreement

Process weekly payroll

Prepare certified payroll reports per contract requirements

Partner with PM's to update review WIP schedule and cost to complete

Collaborate with PM's in acquiring supplier bids and prepare bid documents

Calculate and process monthly sales & use tax

Accounting Manager

Picasso Lawn & Landscape, LLC

August 2010 to February 2013

Set up contracts for HOA's, commercial and residential clients
Processed payroll and managed human resources for over 100+ employees
Oversee monthly invoicing for over 1,300 clients (Commercial and Residential)
Reconciled monthly bank statements, posted daily cash and credit card receipts, adjusted customer accounts
Resolved customer issues arising from billing disputes
Managed collections program and reported weekly, integrated APR collections software
Created and maintained work orders and established billing processes within our accounting software
Created/assisted company website, employee email, and software programs

Construction Accountant

Bronger Masonry, Inc

January 2007 to August 2010

Process accounts payables and pay subcontractors upon owner's payment
Coordinate w/Project Managers to update cost to complete and WIP schedule
Managed \$1M corporate LOC: Reduced initial \$800,000 balance to \$230,000 within 6 months
Assist with monthly general contractor draws to owners in PMI software, enter billings into QuickBooks
Posted daily payments, made collection calls, and reconciled any discrepancies accordingly
Tracked subcontractor change orders, lien waivers, affidavits, submittals, COI's, vendor W-9's, and 1099's
Created and maintained all job-closeout documents, O&M manuals, as-built drawings
Collaborated with PM's in retrieving subcontractor bids and prepared bid documents throughout entire process
Assisted with certified payroll

Construction Accountant

Metro Construction Corporation

April 2004 to August 2010

Reconciled bank statements, posted JE'S, and recurring entries
Scheduled monthly meetings to update WIP schedule, verified contract amount and cost to complete
Prepared draws to lender/owner or affiliates
Code accounts payable, sub/vendor payments and track lien waivers before releasing payments
Reconciled trial balance monthly to sub-ledgers and posted inter-company transactions
Reconciles company credit card expenses and allocated to job cost or overhead accounts
Executed and maintained subcontracts, vendor PO's, change orders, COI, W-9's and 1099 issuance

Project Accountant

Duke Realty Corporation

November 1997 to April 2004

Tenant Finish Division - Project Accountant to Indianapolis & Chicago Offices
Assisted over 's between the two offices
Project setup and maintenance
Processed and coded job-specific monthly subcontract pay apps verifying change orders
Assisted PM's with monthly construction draws
Reviewed job cost reports with direction from Project Managers
Tracked owner/subcontract change orders, lien waivers, and job closeout documents
Assisted in developing Project Accountant Job Cost Procedures Manual

Construction Accountant

Tank Construction & Service Company, Inc
November 1989 to November 1997

Reviewed and analyzed job cost reports, estimated cost to complete to update WIP schedule
Processed overhead and supplier invoices and allocated credit card expenses accordingly
Prepared AIA billings, reviewed and collected outstanding receivables
Collected backup document support invoices and labor for time and material billings
Managed all aspects of job cost discrepancies with my discretion and direction of the Owner
Prepared all bid documents for government contracts, ensured COI as required by scope of work
Arranged all travel for President, office personnel, and crew leaders
Assisted with payroll and certified payroll reports
Handled all outgoing courier packages, UPS/FedEx/USPS

Education

Bachelor of Science in Business/Accounting

University of Indianapolis - Indianapolis, IN
1986 to 1990

Skills

- Timberline (10+ years)
- Accounting Software (10+ years)
- Payroll (10+ years)
- Accounts Receivable (10+ years)
- Accounts Payable (10+ years)
- Project Accounting (10+ years)
- QuickBooks (10+ years)
- Bookkeeping (10+ years)
- Project Coordination (10+ years)
- Microsoft Excel (10+ years)
- Accounting (10+ years)
- Construction Experience (10+ years)
- Microsoft Word (10+ years)
- GAAP (10+ years)
- Sage 300 (10+ years)
- General Ledger Accounting (10+ years)
- Construction (10+ years)
- Bank Reconciliation (10+ years)
- Financial Statement Preparation (10+ years)
- Office Management
- Balance Sheet Reconciliation

- Account Reconciliation
- Journal Entries
- Cost accounting (10+ years)
- Contracts (10+ years)
- Supervising experience (5 years)
- Analysis skills
- ADP
- Profit & loss (10+ years)
- WIP (10+ years)
- MasterBuilder (4 years)
- Job Cost (10+ years)
- Account analysis
- Project Accounting (10+ years)
- Cost Estimate (10+ years)
- ERP systems (10+ years)
- Pricing
- Microsoft Outlook (10+ years)
- Microsoft Office
- Customer service
- Financial Report Writing
- Contracts
- Management
- Management
- Management
- Oil & gas
- Financial accounting
- Tax Experience
- Masonry
- Irrigation
- Microsoft Dynamics GP
- Pivot tables
- Forecasting
- Property management
- Leadership
- Cost control
- Windows
- SAP
- Budgeting
- Sage
- SharePoint

- Construction management software
- Yardi

Languages

- English - Expert

Certifications and Licenses

Notary Public

October 2015 to December 2021

Assessments

Advanced bookkeeping — Proficient

August 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Highly Proficient

May 2020

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

April 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Verbal communication — Proficient

August 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

February 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.