

Penny Mathews

Construction Accountant, Project Accountant, Project Controller, Senior Project Accountant, Construction Accounting Manager

West Palm Beach, FL 33401

pennymathews1@gmail.com

317-946-2008

- 15+ years of Construction and Project Accounting

Provide project job cost reports and analysis to Project Managers and Upper-Management
Process and code/phase accounts payable invoices, subcontractor pay apps, track and update vendor/
subcontractor COI and job-specific requirements
Coordinate with PM's in preparing monthly AIA G702/G703 Owner Draws
Track owner/subcontractor project change orders during approval process prior to billing
Execute subcontractor agreements packets to include verification of current COI, Conditional and
Unconditional Lien Waiver requirements, and any other project-specific requirements
Participate in Project Manager meetings updating job cost, budget, cost estimates, potential change
orders, subcontractor CO's, RFI's and any other project-related items

Accounting Software:

Sage 300 CRE, Sage 100, Timberline, MasterBuilder, MRI, QuickBooks, Spectrum, Computer Ease,
Microsoft Outlook, Word, and Excel

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Construction Accounting Manager

Jesse Tremain Tile & Marble, Inc & Tremain Ceramic Tile & Marble Flooring, Inc. - Indianapolis, IN
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 - Indianapolis, IN

August 2010 to February 2015

- 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 Accounting Manager

Bronger Masonry, Inc

January 2007 to August 2010

- Processed accounts payables and paid subcontractors upon owner's payment
- Coordinated with 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
- Assisted with monthly general contractor draws to owners in PMI software, entered invoices 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 April 2006

- 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
- Recorded company credit card expenses and allocated to overhead account or to appropriate project
- 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

Languages

- English - Expert

Certifications and Licenses

Notary Public

October 2015 to December 2021

Additional Information

I'm planning to relocate within the month.