

Leo Pitts

 (847) 555-1234

 leo.pitts@example.com

 linkedin.com/in/leopitts

 Lake Forest, IL 60045

SUMMARY

Detail-oriented Project Accountant with over two years of accounting and billing experience in the construction sector. Proven expertise in managing invoicing processes, pay estimates, and compliance documentation. Strong analytical skills for reviewing billing reports ensure timely receipt of receivables. Advanced proficiency in Excel aids in handling complex data sets. Recognized for effective communication and collaboration with cross-functional teams to drive project success. Consistent focus on optimizing financial tools increases efficiency across various project environments. Eager to contribute to a dynamic organization committed to growth.

EXPERIENCE

Project Accountant
Innovative Contracting Solutions

June 2024 - Present
Schaumburg, IL

Oversee accounting processes for multiple projects, liaising between departments to maintain compliance and accuracy across invoicing and cash flow. Facilitate reporting to track expenditures and optimize budget management. The role requires close interaction with project managers to streamline financial aspects of project oversight.

- Manage invoicing processes alongside preparing lien waivers to uphold timely payments and contractual compliance.
- Analyze billing reports systematically, ensuring accurate collection of receivables while enhancing cash flow through optimized billing cycles.
- Collaborate extensively with project managers to analyze job costing and manage pay estimates offering critical financial insights supporting planning.
- Assist the accounts payable team in ensuring that subcontractor payments follow contract terms for timely disbursement of funds.
- Develop ad hoc financial reports for internal stakeholders improving oversight and facilitating decision-making.
- Serve as the primary point of contact for documentation requests from subcontractors and suppliers ensuring compliance and transparency.

Accounting Assistant
Blue Sky Construction

March 2022 - May 2024
Wheeling, IL

Supported project accounting operations by effectively processing billing and payment information. Contributed significantly to reducing discrepancies and aiding financial accuracy throughout various projects.

- Processed detailed billing and payment information supporting the project accounting team, substantially minimizing invoice discrepancies.
- Conducted thorough analyses of accounts receivable and aging reports leading to improved collection processes and reduced outstanding payments.
- Contributed to cash management reporting initiatives refining the forecasting procedure and overall accuracy.
- Maintained project cost tracking documents providing robust support for financial oversight during active projects.
- Engaged with project teams regularly fostering collaborations that clarify billing processes and manage discrepancies efficiently.
- Improved Excel tracking systems enabling enhanced data collection and reporting efficiencies across all projects.

LEADERSHIP & AWARDS

- Certified Bookkeeper, 2026
- Achieved Employee of the Month for outstanding performance in financial reporting, March 2025

EDUCATION

Bachelor's Degree in Accounting
University of Illinois at Chicago GPA: 3.8

2026
Chicago, IL

Coursework: Financial Accounting, Managerial Accounting, Cost Accounting, Business Communication

CERTIFICATIONS

- Certified Bookkeeper  2026
- Advanced Excel Certification  2026

TECHNICAL SKILLS

- **Spreadsheet Software:** Microsoft Excel, Google Sheets, Lotus 1-2-3
- **Accounting Software:** QuickBooks, Sage Intacct, FreshBooks
- **Financial Reporting Tools:** Tableau, Power BI, Crystal Reports
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Data Management Systems:** Oracle, SAP, Salesforce

- **Cost Tracking Software:** Smartsheet, Procore, Buildertrend
- **Payment Processing Systems:** PayPal, Stripe, ACH transfers
- **Document Management:** Dropbox, OneDrive, Google Drive
- **Assessment Tools:** Audit Command Language (ACL), SSRS, MS Access
- **Professional Networking:** LinkedIn, Industry Conferences, Webinars

SKILLS

- Advanced Excel
- Accounts Receivable
- Financial Reporting
- Strong Communication Skills
- Project Costing
- Billing Analysis
- Compliance Management

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of Professional Bookkeepers
- Participated in local nonprofits addressing financial literacy in underserved communities

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST