

STRENGTHS

- **Analytical Thinker**
Utilized strong analytical skills to identify discrepancies in financial reports, earning trust from colleagues.
- **Effective Communicator**
Articulated complex financial concepts clearly, ensuring diverse teams understood key insights and decisions.
- **Collaborative Team Player**
Fostered teamwork by supporting colleagues on tight deadlines and navigating challenges in financial processes.
- **Adaptable Problem Solver**
Responded swiftly to unexpected financial hurdles, developing solutions that benefited project timelines.
- **Results-Oriented Leader**
Championed initiatives that resulted in tangible gains in efficiency, reinforcing a culture of continuous improvement.

SKILLS

- Job Cost Accounting

Financial Reporting Budgeting

Forecasting GAAP Compliance

Microsoft Excel Variance Analysis

Process Improvement

Effective Communication

Construction Draw Processing

Balance Sheet Reconciliation

Financial Statement Preparation

Audit Support Team Collaboration

Workflow Optimization

SUMMARY

Detail-oriented Senior Project Accountant with over six years in financial management and reporting for land development. Proven experience managing job cost accounting, financial forecasting, and ensuring compliance with accounting principles. Strong analytical skills complemented by advanced proficiency in Microsoft Excel contribute to continuous improvement efforts. Effective communicator skilled at collaborating with cross-functional project teams, stakeholders, and external partners to drive successful outcomes in projects. Passionate about leveraging financial insights to improve operations within competitive markets.

EXPERIENCE

Senior Project Accountant

Greenfield Development Group

 January 2023 - Present

 Tampa, FL

- Oversees job cost accounting and financial reporting for multiple land development projects. Ensures compliance with GAAP standards while leading budgeting and forecasting initiatives. Collaborates closely with project teams and external stakeholders to provide timely financial insights, facilitating informed decision-making.
- Managed comprehensive job cost records, identifying continuous improvement opportunities that streamlined workflow and improved accuracy.
 - Prepared monthly financial statements and variance analysis, offering actionable insights that supported senior management's strategic objectives.
 - Led construction draw request processes, coordinating effectively with lenders and partners to ensure on-time execution and compliance with contractual obligations.
 - Collaborated with land managers in developing project budgets and cash flow schedules, enhancing overall financial planning and management.
 - Served as the primary accounting contact during annual audits, preparing meticulous documentation and liaising with auditors to ensure transparency.
 - Implemented new tracking systems, leading to increased financial reporting efficiency and minimized errors across accounts.

Project Accountant

Lakeside Builders

 June 2019 - December 2022

 St. Petersburg, FL

- Focused on financial oversight for various construction projects, aligning activities with company goals and reporting requirements. Played a pivotal role in enforcing effective control mechanisms to guarantee accuracy and compliance in all aspects of accounting.
- Conducted thorough monthly balance sheet reconciliations and prepared documentation for audits, ultimately enhancing the precision of financial reporting.
 - Reviewed and authorized purchase orders while ensuring alignment with operational budgets and adherence to requisition policies.
 - Developed and maintained robust project budgets and forecasts, equipping stakeholders with vital information for making informed financial decisions.
 - Streamlined accounting operations through process improvements, significantly reducing inefficiencies and mitigating errors.
 - Provided mentorship and training to junior staff to foster a collaborative and knowledgeable finance team.
 - Engaged with project management teams, presenting financial analyses that informed strategic discussions.

Accounting Associate

Sunrise Realty

 March 2016 - May 2019

 Clearwater, FL

- Supported a range of accounting functions including general ledger maintenance, invoicing, and compiling financial reports for real estate projects. Ensured compliance with company standards governing sensitive financial data.
- Assisted in maintaining the integrity of financial records through diligent application of accounting principles.
- 1/2

LANGUAGES



MY CAREER



- Senior Project Accountant at Greenfield Development Group (3.6 Years)
- Project Accountant at Lakeside Builders (3.5 Years)
- Accounting Associate at Sunrise Realty (3.2 Years)

- Contributed to the preparation of timely financial reports and collaborated with project managers for enhanced fiscal oversight.
- Handled confidential financial data responsibly, upholding organizational policies regarding data management.
- Participated in monthly closing processes, ensuring accurate inputs were made into the financial system.
- Contributed ideas for improving internal processes, thereby increasing operational efficiencies within the accounting department.
- Actively supported audit preparations, helping reinforce the organization’s reputation for integrity and reliability in reporting.

LEADERSHIP & AWARDS

- CPA Certification obtained in 2020
- Recognized for Outstanding Financial Leadership in 2021

EDUCATION

Bachelor of Science in Accounting
University of South Florida 🎓 GPA: 3.8 📅 2016 📍 Tampa, FL
***Coursework:** Financial Reporting, Cost Accounting, Budgeting, Auditing*

CERTIFICATIONS

- Certified Public Accountant 📅 2020
- QuickBooks Certified User 📅 2021

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Data Analysis Tools:** Microsoft Excel, Tableau, Power BI
- **Compliance Standards:** GAAP, IFRS, IRS Regulations
- **Financial Reporting Standards:** Monthly/Quarterly Reports, Variance Analyses, Dashboards
- **Project Management Tools:** Trello, Asana, MS Project
- **Documentation Systems:** SharePoint, Google Drive, Documentum
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Budgeting Tools:** Adaptive Insights, Prophix, Hyperion Planning
- **Audit Preparation Tools:** CaseWare, PBC Requests, Business Paperwork
- **Database Management:** SQL, Access, MySQL

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of CPAs (AICPA)
- Active participant in the Florida Association of Accountants

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST