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EDUCATION

Kennesaw University
North Metro Technical Institute

EXPERIENCE

2000 – Present

JWB Realty Services, LLC. – a Commercial Brokerage, Property Management and Leasing Company. Responsibilities include complete range of accounting services in one-person accounting department to include receivables, payables, general ledger and financial statements. Abilities include corporate books, managed properties and properties under development. Experience also includes construction draws, budgets, preparing all documentation for CPA review and income tax preparation, payroll preparation, commission accounting (as described below) and project accounting.

1989 – 2000

AFCO, Inc. – an Investment Company, and it's subsidiary AFCO Realty Services, LLC – a Full Service Commercial Brokerage Company. Responsibilities include: General Accounting – full processing of books for corporations, property management and lodges ranging from preparation of financial statements on cash and accrual basis to handling accounts receivable and payable, general ledger review, and month-end and year-end closings. Prepare full documentation for CPA audit and income tax, corporate and multi-state payroll, group insurance and 401(k). Project Accounting – set up company owned and third-party owned properties, bill and maintain accounts receivable, reconcile CAM, Tax and Insurance charges and budget preparation. Commission Accounting – Administer leases, calculate commissions/volume, process commissions receivable and payable. Extended Stay Lodge Accounting – prepare and submit construction draws, verify daily income/charge reports, maintain direct bill accounts, prepare and submit Occupancy and Sales Tax reports.

1986 – 1989

Banner Ford, Inc. – Automotive Dealership. Responsibilities include tag and title clerk, prepare and submit tag and title applications to the DMV, perform title research through the DMV.

1984 – 1986

Tom Jumper Chevrolet – Automotive Dealership. Responsibilities include accounts receivable clerk, process corporate accounts receivable, submit accounts to commercial billing service and assist in other areas of office as needed.

COMPUTER SKILLS

Windows 95/98, Windows XP, Lotus 123, Excel, MAS90, Peachtree Accounting, QuickBooks, Skyline, Word Perfect, Wordpro, Word