

Teresa (Tess) Collins

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Authorized to work in the US for any employer

Work Experience

Account/Office Manager

Iconic Crane & Rigging - Macon, GA

January 2022 to Present

Duties include: Invoicing crane jobs and rentals; Reviewing, Coding, Entering and Paying bills; Receiving, Processing and Depositing payments; Statements and Collections; Weekly Payroll; Sales Tax returns for multiple states; Banking & Account Reconciliation of Operating account, Petty Cash, PEX Cards, and Fuel cards; Tracking and Analyzing Credit Card usage; Sales Tax reports for multiple states; Creating and Maintaining PO and Job number systems; and other duties as required by owners.

Regional Accounting / Billing & Receivables

Southway Crane & Rigging - Byron, GA

October 2016 to December 2021

Duties include invoicing crane jobs and rentals, receiving and processing payments for 12 locations, overseeing the monthly closing of all locations, reconciling bank statement and recording journal entries, filing monthly/quarterly Sales Tax returns in 6 states, reviewing and approving weekly payroll, training and supporting new A/R and Billing employees, sending out statements and collection letters, making collection calls, working with lawyers to file liens/garnishments, compiling man hours reports

Human Resource / Front Office Reception

First Quality - Macon, GA

February 2015 to October 2016

setting up interviews, sending offer or rejection letters, emailing background check invites, scheduling physicals and drug tests, creating employee folders and completing new hire checklists, sending separation notices and exit interview information, tracking FMLA/STD information; controlling front gate entrances and security badge system: creating badges, maintaining individual access for employees, visitors and vendors, tracking temp employees, entering employee pickup information and visitor requests into calendar daily, creating employee birthday and anniversary slides for

breakroom monitors, tracking office supplies and clothes closet inventories and preparing orders when needed, catering
weekly and special meetings, answering phone, and other duties as assigned.

Accounts Payable, DOT/CDL Compliance Coordinator

Reeves Construction Company - Macon, GA

December 2013 to January 2015

Duties include processing all payables for Southeast Pavement Services (a division of RCC); Prepare IFTA worksheets for SPS; Establish and Implement regional CDL hiring criteria and policy; Setup physical and computerized DOT mandated files for all CDL drivers in the region and bring each driver's file into compliance; Maintain CDL and Medical Card compliance with DOT and DDS on all drivers; Monitor driver's hours, MVR changes, yearly reviews, testing and re-certification; other duties as needed.

Accountant, A/P & A/R Manager, Billing Specialist

Quantum Dynamics

August 2011 to June 2013

Duties include working with auditors to clean up books for 2011-2012 and setting parameters for data input into 2013 books; processing daily deposits (My Invoice and manual); setting up and maintaining vendor files; reviewing, coding and entering payables into deltek system; performing weekly check runs; reconciling bank statements for multiple cash and tax accounts; tracking Government payments on DOD contracts and subcontractor accounts; monthly billing of DOD contracts through the WAWF system; collecting on contracts over 60 days; analyzing accounts at EOM and creating journal entries; special projects assigned by company president.

Accounting/Payroll Manager

Atlanta Aerospace Composites

January 2008 to August 2011

Duties include processing deposits, collections, petty cash; review, code, enter and pay invoices; Bimonthly payroll processing for multiple companies, journal entries, vacation reports, FSA & 401K; inventory control, order fulfillment and invoicing; EOM, QTR & YE adjustments, financial statements, tracking actual to budget period expenses, bank reconciliations, employee cell phone and credit card usage tracking and analysis, sales tax reports; asset management, FAA flight certification billing, other duties as required by individual companies.

Office/Accounting Manager

Elite Lighting Services, Inc

September 2005 to November 2007

Duties include end of period adjustments to asset accounts, analyzing and adjusting end of period expense accounts; tracking actual to budget period expenses; preparing and journalizing end of period accruals; tracking and maintaining expenses and budgeted projects through Excel spreadsheets; analyzing and proofing financial reports; analyzing and reporting individual job P&L to top company officers; processing weekly timesheets, preparing weekly payroll and filing payroll reports and taxes; maintaining purchase order system; validating and entering invoices, payment of invoices, vendor setup and maintenance, bank reconciliations, issuing work orders; inventory adjustments on prepaid products; employee cell phone and credit card usage tracking and analysis.

Accounting Manager

General Machine-Dicron

June 2004 to July 2005

Duties include processing daily time cards, preparing weekly payroll checks, Accounts Payable, Cash Receipts, G/L, Month End journal entries, monthly & quarterly tax reports.

Temp Assignment

Accountemps

November 2003 to June 2004

Property Management - Fickling & Company

Duties include processing rent payments, importing daily workbooks from offsite clients, paying bills and subcontractors, filing eviction notices, maintaining Escrow account, and month end and financial statements for 5 apartment complexes; running monthly owner's statements and checks, computing and paying monthly commission check's for 8 agents and performing nightly computer backups.

EXPERIENCE

Accounting Manager

Tanimura & Antle Southeast

July 2001 to October 2003

Duties include maintaining purchase order system; validating and entering invoices; Vendor setup and maintenance; bank reconciliations; freight analysis and reclass to profit accounts; inventory adjustments on dumped product; maintenance, repair and uniform inventory tracking, analysis and end of the period adjustments to asset accounts; analyzing and adjusting end of period expense accounts; tracking actual to budget period expenses; preparing and journalizing end of period accruals; tracking and maintaining capital expenses and budgeted projects through excel spreadsheets; analyzing and proofing financial reports; analyzing and reporting material shrinkage to top company officers, interviewing and training front office help; assisting company controller in various other duties as needed.

SKILLS

- Confident in:
 - ~ Quickbooks ~ deltek ~ WAWF
 - ~ MyInvoice ~ Peachtree ~ Quickened
 - ~ AS400 ~ JD Edwards ~ WS2, DS2, Lacerte
 - ~ Microsoft Office Excel, Word, Power Point
- Strong Work Ethics *Self Motivated * Detail Oriented
- Management Experience *TEAM Player *WAWF Experience

Education

ACCOUNTING

Macon Technical Institute

Skills

- Time management

- Microsoft Excel
- Office manager experience
- Microsoft Office
- Microsoft Outlook
- Bookkeeping
- Accounting software
- Microsoft Word
- Accounting
- Microsoft Powerpoint
- QuickBooks
- Journal Entries
- General Ledger Accounting
- Account Reconciliation
- Account Analysis
- Bank Reconciliation
- JD Edwards
- General Ledger Reconciliation
- ACH
- Accounts payable
- Accounts Receivable
- Financial Report Interpretation
- Quicken
- Financial Statement Preparation
- Payroll
- GAAP
- Financial accounting
- Office experience
- Data entry
- Contracts
- English
- General ledger accounting
- Payroll
- Human resources
- Accounts payable
- Accounting software
- General ledger reconciliation
- Accounts receivable
- Analysis skills
- Balance sheet reconciliation
- Bookkeeping

- GAAP
- JD Edwards
- Financial statement preparation
- QuickBooks
- Tax experience
- Microsoft Office
- Accounting
- Organizational skills
- Computer skills
- Communication skills