

Norma J. Bettinger

3205 Sand Flower Drive
Colorado Springs, CO 80920
719-237-4132 Cell

Employment:

RAILS PLUS INCORPORATED, DENVER, COLORADO

Office Manager, Full Charge Bookkeeper 9/06 to 8/07

- Certified payroll and prevailing wage processing and reporting.
- Prepare payroll for 45 employees, job-costing and overtime applied; manage health care benefits, liability insurance. Track and maintain employee benefit packages according to individual requirements. Post healthcare contributions for employees and company to liability accounts. Track employee purchases, payroll advances and process garnishments.
- Report payroll to jobs on a monthly basis.
- Generate and maintain all filing systems, employee, accounts receivable, accounts payable, Subcontractor payments and job files.
- Prepare monthly, quarterly and yearly tax reports in a timely manner.
- Reconcile bank accounts; checking, petty cash (debit card) and cash-flow management account. Generate transfers between accounts, including adjustments.
- Review A/P aging and evaluate receivables to ensure timely payments to vendors.
- Verify and enter accounts payable invoices per purchase order requirements. Subcontractor payments.
- Maintain and support relationships with liability insurance agents, healthcare providers, vendors, subcontractors and clients.
- Post accounts receivable and enter billings.
- General Ledger adjustments, month-end reporting.
- Assist year-end financial reporting.
- Prepare audit report for worker's compensation policy.
- Create budgets and schedules. Organize, streamline and implement office processes and procedures. Maintain customer insurance coverage/via carrier and job requirements. AIA document experience.

JE DUNN CONSTRUCTION ROCKY MOUNTAIN REGION, DENVER, COLORADO

Accounts Payable Bookkeeper and Subcontract Processor 6/04 to 8/06

- Implemented Software conversion from COINS to CMIC.
- Invoice processing and verification of A/P corporate reporting.
- Review applications for subcontract payments.
- Train / oversee accounts payable staff. Prepare yearly reviews, and support goal setting.
- Benefits and insurance administration.
- Journal entry preparation, account reconciliation.
- Disperse/reimburse petty cash.
- Maintain vendor relationships.
- Validate use/sales tax jurisdictions.
- Create yearly budgets. Approve purchases and expenditures.
- Resolve job-site issues.
- Manage corporate Visa cards. Manual checks and expense reports.

THE DENVER FOUNDATION, DENVER, COLORADO

Non-Profit Staff Accountant 8/99 to 4/02

- Code/approve invoices and expense reports.
- Weekly check-runs, overhead, program and donor- relations department payments.
- General ledger adjustments.
- Reconcile YTD to actual expenses. Oversee expense budgets.
- Manage enrollment and associations with healthcare and insurance carriers.
- Processes grant payments during quarterly grant's cycle.
- Month-end reports. Bank reconciliation.

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GERALD H. PHIPPS, INC., DENVER, COLORADO

Project Accountant / Overhead Accounting Bookkeeper 7/91 to 5/98

- A/P verification and processing, weekly check-runs.
- Design and distribute purchase orders and EPO's.
- Assign fixed-asset accountability to applicable expenses.
- Verify costs included in application-for-payment (G703's) and billing-journal documents.
- Generate monthly owner/architect billings in a timely professional manner, enter in A/R.
- Coordinate with PM's and Estimators in preparing and distributing billings to Owners exact specifications.
- Code job costs to appropriate expenses and payroll items.
- Payment of quarterly payroll, sales and use taxes.
- Forecast receivables and adjust budgets.
- A/P and A/R account reconciliation, journal entries.
- Respond to vendor/client needs and problem resolution.
- Provide project and administrative support on the executive level.
- Fiscal year-end accruals.
- Fleet vehicle orders, licenses, emissions, cataloging, maintenance and fuel-cards.
- Manage corporate MasterCard's, cell-phones and pagers.
- Critique cash account/expenditures.
- Review employees travel expenses and process reimbursement payment.

Skills

- Self-starter, Team Player, Strong analytical and People skills. Enjoy diversity and meeting challenges. Organized. Detail oriented. Multi-tasks and meets deadlines. Works independently with minimal management. Problem solver and trouble shooter.
- Software: MIPS & FIMS Non-profit software, Excel, Word, Windows XP, Peachtree, Timberline, Outlook, Pegasus & Lotus Notes, Softterm, CMIC, COINS, Access Database, CCAS, CFMS, Great Plains, JD Edwards, Navision, Masterbuilder and QuickBooks 2007

Education

ASSOCIATE OF APPLIED SCIENCE-COMPUTER SCIENCE & ACCOUNTING

Graduate Magna cum Laude

CERTIFIED H&R BLOCK TAX PREPARER / NOTARY, STATE OF COLORADO