

DANIEL MARTINEZ

Construction Bookkeeper

Education

Associate Degree in Accounting, Georgia State University, Graduated: May 2014

Certifications

- Certified Construction Bookkeeper (CCB) — American Institute of Professional Bookkeepers, Issued: October 2020
- QuickBooks Certified ProAdvisor — Intuit, Issued: February 2019

Skills

Construction Job Costing & Budget Management ★★★★★

Payroll Administration & Compliance ★★★★★

Accounts Payable/Receivable Management ★★★★★

Vendor & Subcontractor Relations ★★★★★

Procore, Sage 100 Contractor, and QuickBooks ★★★★★

 (404) 555-3298

 daniel.martinez@email.com

 United States, Atlanta, GA

Professional summary

Experienced Construction Bookkeeper with expertise in financial recordkeeping, job costing, and payroll management within the construction industry. Adept at handling accounts payable/receivable, ensuring accurate budget tracking, and supporting project managers to maintain profitability.

Experience

July 2017 - Now

Construction Bookkeeper

BuildRight Contractors, Atlanta, GA

- Manage bookkeeping duties for multiple commercial and residential construction projects with budgets exceeding \$20M annually.
- Process and reconcile payroll for a workforce of 80+ employees, including subcontractors and union labor.
- Track project expenses and perform job costing to assist project managers in budget oversight.
- Prepare monthly financial reports and assist with quarterly audits to ensure regulatory compliance.

August 2014 - June 2017

Accounts Payable Specialist

Civic Construction Group, Atlanta, GA

- Oversaw the accounts payable process, ensuring timely payment of supplier invoices and subcontractor bills.
- Implemented an invoice management system that improved accuracy and reduced payment delays.
- Assisted with bank reconciliations and general ledger maintenance.