

1661 Old Country Road
Unit 368
Riverhead, NY 11901

631-727-4607 Home

Josephine Balzano

Objective

As a bookkeeper, I consistently provided outstanding customer service to clients in reconciling billing issues. I have had fifteen plus years of working under pressure for large construction firm. My responsibilities for the implementation of operation procedures have resulted in more accurate financial reporting and increased overall organization and communication skills to become a useful force within your internal management structure.

Experience

Automobile Sportswear Inc. Patchogue, NY

Accounting Department

- Created the entire filing system for the accounting department.
- Set up new Quick Books program for Accountant.
- Processed all accounts payable and receivable into Quick Books.
- Handle all payments made into bank accounts and reconciled the accounts on a daily basis for the owner.
- Handle all insurance claims and insurance certificates for our vendors and customers.
- Handled weekly payroll and monthly taxes for the company.
- Do all the billing through Quick Books and send to our customers on a daily basis.
- Allocation of sick and vacation pay and maintenance of personnel files
- Supervised accounts receivable support staff in the recording of deposits, invoices and reconciliation reports.
- Responsible for accounting procedures for cash balances for the entire company.

D.A.S. Contracting Corp. Hicksville, NY

Full Charge Bookkeeper

- Performed all accounting duties including general ledger, bank reconciliation and bank deposits.
- Complied corporate records and monthly trial balance sheets for accountants.
- Prepared detailed cost analysis report for all ongoing projects based on the breakdown of the incoming material invoices.
- Handled all purchase order for the Homes, Condominiums and Town Homes that were built.
- Handled all accounts payable and receivable and prepared all checks for signatures and all mailings.
- Handled account balances for eight companies.
- Managed Trucking Companies accounts receivable including invoicing of tickets, statements on spreadsheets, aging of customer accounts and entering into Timberline accounts receivable program. Worked with supervisor to collect all monies due. Work with Accounts Payable clerk to pay all bills.

Computer Skills

Quick Books, Timberline, Excel, Word