



Résumé

Judi Dudley

Experience

Accountant

Custom Management Group, 2007 to present

Position provides all aspects of accounting services, including accounts payable, accounts receivable, and general journal entries; banking functions; prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the organization; coordinates client audits/reviews, as appropriate; Apply generally accepted accounting procedures (GAAP) to the preparation and maintenance of accounting records; receive mail, coding and entering accounts payable invoices and processing payment of invoices; process all forms of payments including check deposits and wire transfers Reconcile company bank accounts, including checking and money market; invoice clients for management services rendered and miscellaneous charges (postage, photocopying) and follow up on aged receivables; prepare and maintain yearly budget, prepare financial reports; communicate with principal and vice president regarding cash flow, budget analysis and all accounting matters.

Accountant for Owner/Sole Proprietorship

Piedmont Store, Owner/Sole Proprietorship, 2001 to 2009

Part-time position for convenience store; all aspects of accounting including payroll reconciliation, monthly, quarterly and yearly filing of all related reports; general ledger including writing journal entries and posting; bank statement reconciliation; preparation of monthly fuel inventory report; monthly and YTD financial statement preparation and analysis for owners review; income tax preparation.

Accountant

Century 21, Ray Caddell & Associates, 2005-2006

Managed accounts receivable, accounts payable, general ledger for three companies including property management for 75 rental units; complete payroll for construction company and all related garnishments, deductions and filing all monthly, quarterly and year end reports to State and Federal agencies; work closely with CPA on auditing trial balance and general ledger.

Finance Director

Mountainside Senior Living, 2005

Manager position supervising administrative assistants, receptionist and transportation department; accounts receivable; billing and collections; payroll for over 50+ employees, human resource on-site management, completing new hire packages and exit interviews; bi-annual budget preparation and analysis working with CFO and Department Heads managing cost side of each department; preparing financial reports for bi-monthly board meetings.

Accountant/Office Manager

RJL Services, 2000-2005

Accountant and office manager for plumbing contractor; completed all accounting including accounts receivable, accounts payable, payroll and general ledger; income tax preparation.

Accountant for Owner/Sole Proprietorship

A+ Accounting Services, Owner/Sole Proprietorship, 1994 - 2000

Home-based business, completing accounting for General Contractor, Architect and Retail Business; completed all accounting duties using QuickBooks Pro, including payroll, accounts payable, accounts receivable, and general ledger; income tax preparation and financial statement prep and analysis.

Office Manager/Bookkeeper

Artisan Homes, Ltd. 1991-1993

Full-charge bookkeeper and office manager for Residential and Commercial Construction company; office management duties included reception, answering telephone, accounting duties included job costing and analysis, general ledger, accounts payable, accounts receivable, inventory, payroll and financial statement prep and analysis using Great Plains software.

Computer Skills

Proficient in QuickBooks, Great Plains Accounting, Peachtree Accounting, TurboTax Accounting Software, EZ-Labor Management for Payroll, ADP Systems Payroll Administration, Microsoft Office Professional including Word, Excel, PowerPoint, Outlook