



# ROLETTE WARREN

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## Accounting Professional

Binghamton, NY 13901

rganotisi@hotmail.com

6072383402

Experienced Business Owner with a demonstrated history of working in the construction industry and cannabis. Skilled in Cash Flow, Sage Products, Quickbooks, third party apps, Business Planning, Sales Tax, and Microsoft Word. Strong entrepreneurship professional with a Associate of Arts (A.A.) focused in Business Administration, Management and Operations from Heald College-Honolulu.

Authorized to work in the US for any employer

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## WORK EXPERIENCE

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### Owner

**RG Bookkeeping Services** - Binghamton, NY

October 2014 to Present

Provide bookkeeping, payroll and HR services to small/medium size businesses in the construction, real estate, non-profit, automotive and cannabis industries. Whether it's daily, weekly, semi-monthly and monthly bookkeeping, I provide full charge bookkeeping services. Bank/Credit Card reconciliations, Accounts Receivable and Payables and Payroll. A reseller of Intuit products

### Controller/Accounting Manager

**G DeVincentis & Son Construction Company, Inc.** - Binghamton, NY

January 2015 to November 2015

#### Responsibilities

Oversee front office operations. Support project management team (as needed). Maintain fleet maintenance, repair logs and mileage logs. Weekly reconciliation of account payables (to statements) and weekly payroll, in conjunction of certified payroll. Human resource experience and also compliance with labor laws. Work closely with President and Vice-president for operations and Financials with company.

#### Accomplishments

Created the major repair log sheet for mechanics and office

Implementation of invoice processing and accuracy

### Bookkeeper/Administrative Assistant

**Sunmaxx Solar, LLC** - Conklin, NY

May 2014 to September 2014

#### Responsibilities

Daily bank reconciliation and AP entry. Assist in collecting and processing AR. Assist in follow up phone calls for sales. Processing of credit card payments and resolve refunds and chargebacks.

### **Accountant/Contract Administrator**

**Honolulu Builders, LLC** - Honolulu, HI

October 2012 to March 2014

Responsible of account payable. Weekly reconciliation and monthly general excise tax filing. Assure subcontract billing are completed and assisted in various projects with Controller. Work closely with project managers and coordinators for billing completion. Assure all subcontractors are compliant with their agreement, exhibits and certificate of insurance for multiple projects through out the state of Hawaii. Assist with project engineers with multiple project files and collections. Assist in collecting information for various projects and assist in contacting various vendors/suppliers.

#### Accomplishments

Implementation of payables processing for accuracy and timely manner  
Implementation of time line for engineers and managers of project paper flow for owner of various project  
Assisted in engineering department with blueprints and files maintenance for various projects

### **Accounting Clerk**

**Commercial Roofing and Waterproofing** - Honolulu, HI

January 2012 to September 2012

Responsible of account payable and account receivable. Weekly reconciliation and monthly general excise tax filing. Assure subcontract billing are completed and assisted in various projects

### **Controller/Office Manager**

**Paradise Lua, Inc** - Kapolei, HI

September 2011 to January 2012

Oversee operations and accounting department. Monthly closing and daily reconciliation of accounts.

#### Accomplishments

Reformation of accounting and office procedures  
Company and Human Resources Policies

### **Operation assistant**

**Revolusun** - Honolulu, HI

April 2011 to August 2011

Assist operation manager and department with various projects for the solar industry. Assist in filing and answering phones along with rebate mailings.

### **Field Auditor**

**Hawaii Benefit Administrators, Inc**

February 2008 to April 2011

Set up appointments for payroll audits. Attention to detail and understanding of Collective Bargaining Agreements with the Hawaii Carpenters Union, Hawaii Roofers' Union and Hawaii Operating Engineers Union. Conduct payroll audits, review of all tax return filings and W-2's.

### **Manager**

**Island Air** - Honolulu, HI

January 2007 to February 2008

- Inventory Control/Spares

Manage operations of inventory and purchasing, department personnel and operations.

Accountable for purchasing aviation parts and hardware for fleet. Generate Purchase orders and repair orders for shipments. Responsible for keeping within budget of purchasing parts monthly. Generate reports for VP of Maintenance for budget analysis. Responsible for recertification of Dangerous Goods and Hazmat Materials training to stock clerks and mechanics to comply with FAA regulations.

Accomplishments

Implemented inventory card system for year end inventory count

### **Inspection Record Clerk**

**Island Air** - Honolulu, HI

April 2006 to January 2007

Liable of up keeping current records of all mechanics and management licenses in compliance to FAA regulations.

Accountable for library manuals and upkeep with training records.

Information gathering reliability information for monthly CASP reports, Mechanical

Interruptions Reports (MIR's) and Service Difficulty Reports (SDR's). Aid in Records

Department in data entry and recording on maintenance of all aircrafts. Created various excel spreadsheets for more accuracy in maintenance and reliability department

Accomplishments

Created a maintenance spreadsheet for accurate changes of various parts on aircraft fleet

### **Office Manager/Promotions Assistant**

**KFMN** - Lihue, HI

December 2001 to September 2005

Accountable of all office machines and supply inventory. Administer total office procedures,

aid in programming and sales department. Responsible of various promotions around the island for various clients. Cold

calls to various clients and appointment setting. Process

monthly billing statements, A/R and A/P, monthly, quarterly and yearend financial statements, and process payroll (including payments of all taxes). Support in CPA in gathering monthly data for accounting books.

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## **EDUCATION**

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### **Associate of Arts in Business Adiminstration and Accounting**

**Heald College** - Honolulu, HI

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## **SKILLS**

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- **Inventory management, Microsft Word, Microsoft Excel, Quickbooks, Peachtree, Sage 300 (Timberline), Timberscan, Microsoft Outlook, Great Plains (Microsoft Dynamics GP), PEM**

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## LINKS

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<http://www.rgbookkeepingservices.com>

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## CERTIFICATIONS AND LICENSES

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### **Quickbooks Online Proadvisor**

November 2015 to Present

### **QuickBooks Desktop Proadvisor**

November 2016 to Present

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## ASSESSMENTS

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### **Accounting Skills: Bookkeeping — Highly Proficient**

January 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2112cd60753e044105be965e473a1cdfeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2112cd60753e044105be965e473a1cdfeed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Highly Proficient**

October 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/00bca7cc296aa74154c72780743bf5c1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/00bca7cc296aa74154c72780743bf5c1eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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## ADDITIONAL INFORMATION

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Alpha/Numeric Filing

Customer Service Skills

Basic knowledge of office appliances

Works well under pressure and others

Type 50 wpm/Ten-key 163 NDPM

Ability to multi-task