

DONNA KAY DEVOE

430 Route 146 #19, CLIFTON PARK, NY 12065

ddevoe@nycap.rr.com

Cell - 518-669-8634

OBJECTIVE

Self-motivated affable individual with keen sense of detail and organization seeks a full time Office/Field Office Management position with a growth-oriented organization. I am willing to travel if needed.

EXPERIENCE

WOLFERTS ROOST COUNTRY CLUB February 2017 to February 2018 \$58,000 p/yr Albany, NY

Finance Manager/Bookkeeper

- Perform all accounting procedures including but limited to AP, AR, PR, JC and GL entries. Reconcile AP, AR, JC, PR, GL and Bank accounts. Calculate and file New York State Sales & Use Tax. Verify all payments payable and receivable. Member notifications and collection of overdue receivables.
- Liason to Accountant, perform all yearend entries and adjustments as needed, supply all documents requested timely for quarter and yearend tax preparations.

HOPE ENERGY GROUP, LLC July 2016 to February 2017 \$54,000 p/yr Mechanicville, NY

Office Manager/Bookkeeper

- Perform all accounting procedures including but limited to AP, AR, JC and GL entries. Reconcile AP, AR, JC, PR, GL and Bank accounts. Calculate and file New York and Vermont Sales & Use Taxes. Verify all payments payable and receivable. Collection of overdue receivables.
- Liason to Accountant, perform all yearend entries and adjustments as needed, supply all documents requested timely for quarter and yearend tax preparations.
- Data entry all projects from start to finish including sending material and labor requests.
- Work directly with Suppliers and Subcontractors regarding concerns, orders and installation of projects.

HALMAR/A SERVIDONE/B ANTHONY March 2015 to July 2016 \$52,000 p/yr Rensselaer, NY

Field Office Manager – Patrolon Island Bridge Project

- Perform all Accounts Payable procedures including matching receivers with purchase orders or quotes/proposals.
- Daily Payroll entry of up to 150 employees, union and nonunion on NYS Prevailing Wage Rate Project and maintain employee records with new hire packets and I-9's.
- Maintain and approve pertinent contract documents and vendor/subcontractor Insurance Certificates.
- Supply orders and proper stocking of safety gear.
- Assist Engineers and Foreman in daily tasks as needed.

J LUKE CONSTRUCTION, INC. May, 2014 to December, 2014 \$50,000 p/yr Rotterdam, NY

- Perform all Accounts Payable procedures including matching receivers with purchase orders or quotes/proposals and to identify proper job cost postings.
- Weekly collection of Accounts Receivable which includes but not limited to review missing Owner requirements and preparing information with Owners to process monthly payments.
- Job Cost balancing for financial WIPs & Profit Centers.
- Maintain and approve pertinent contract documents vendor/subcontractor Insurance Certificates, W9's, and Hold Harmless documents.
- Liaison for Fleet, Fleet Drivers and the Mechanics Manager.

AJS MASONRY, INC. July, 2012 to November, 2013 Clifton Park, NY

Assistant Controller/Office Manager

- Weekly collection of Accounts Receivable which includes but not limited to review missing Owner requirements and preparing information with Owners to process monthly payments.

- Perform all Accounts Payable procedures including matching receivers with purchase orders or quotes/proposals and to identify proper job cost postings.
- Supply orders and proper stocking of safety gear.
- Job Cost balancing for financial WIPs & Profit Centers.

BAST HATFIELD, INC.

March 15, 1998- May 1, 2012

Clifton Park, NY

Assistant Controller

- Perform all accounting procedures and assist with financial statements for this multi-million dollar corporation. General Ledger balancing with all relevance of job costing.
- Responsible for bank reconciliation's and company expenses along with employee cash expense reimbursements.
- Prepare owner billings, AIA Forms, subcontractor payments, and administer collection procedures.
- Positions held: started as a Secretary, promoted to Subcontractor Payables Manager, and my last position as Assistant Controller.

CLASSIC SHEDS AND GAZEBOS

1996 – 1998

Colonie, NY

Office Manager -Seasonal

A.P.L. ASSOCIATES

1992 – 1996

Baldwinsville, NY

Educational Team Assistant/Office Manager

ATLAS SIGN COMPANY

1994 – 1996

Baldwinsville, NY

Vinyl Graphics Sign Maker/Bookkeeper

DECORATIVE TOUCH PAINTING

1994 – 1996

Baldwinsville, NY

Office Manager

S & S SEAMLESS GUTTERS/SIGN DESIGN 1989 – 1994

Baldwinsville, NY

Office Manager/Vinyl Graphics Designer and Sign Maker/Chauffeur

OTHER EMPLOYMENT HISTORY

Automobile Service Advisor, Woman's Retail Store Assistant Manager, Wal-Mart, and Fast Food Cashier and Food Preparation.

**SOFTWARE
COMPUTER**

Viewpoint Accounting Software, Buz Accounting Software, EBO, Contract Management, Timberline Construction Accounting, AIA, Foundations, Microsoft Office, Works, Word, Excel, Publisher and Access, Quicken/Quickbooks, Gerber Graphics, and Lotus

EDUCATION

Charles W. Baker High School

Baldwinsville, NY