

# Kimberli Rankin

Scotia, NY

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Authorized to work in the US for any employer

## Work Experience

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### **Accounting Specialist**

Tralongo Precast, Inc & Tralongo Builders, Inc - Schenectady, NY  
September 2017 to Present

Part-time. I was brought on board to adjust/correct Quickbook files for all companies, in order to submit accurate reports to CPA for year-end 2017. I continue to assist in A/R, A/P, Job Costing, Payroll for 2018, and maintain accuracy of Quickbook company files.

### **Bookkeeper/Office Manager**

Rufis Dunright, Inc - Schenectady, NY  
May 2006 to December 2017

Performed all aspect of office duties and accounting and for a small roofing company, including A/P, A/R, Bank and credit card reconciliations, Job Costing and Payroll. After 5 years, I hired an office manager, and dropped down to part-time employment which focused on weekly Accounting duties, and Cash flow projections.

### **Bookkeeper/Office Manager**

DiCocco & Associates, Inc - Schenectady, NY  
October 2012 to August 2017

Originally hired to maintain Quickbook files for various Business Clients in fields such as Construction, Restaurants, Cleaning companies, etc. I was responsible for Quarterly Sales Tax reporting for several clients also. In addition, I took over the payroll processing for approx. 50 smaller business clients on a weekly, bi-weekly, monthly, quarterly basis. I additionally took over role as Office Manager which included training office assistants during tax season (Jan-Apr), and all client correspondence during the off-season months (May-Dec)

### **Accounting Assistant**

Bast Hatfield Construction - Clifton Park, NY  
1988 to 1993

Originally hired as A/P assistant. Within a 5-year span, I was trained in every department (AP, AR, Subcontractor billing, Payroll), and advanced to Assistant to Controller

## Education

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### **2 yr Associates Degree in Accounting**

SUNY Cobleskill

August 1984 to May 1986

## Skills

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Quickbooks & Excel, Job costing in regards to Construction payroll, materials and subcontractors, Phoenix5 payroll software