

Jennifer Thorne

Accounting and Office Manager



Jennifer has been with PBI since 2003. Besides handling bookkeeping, invoicing, payroll and HR, she is involved with investigative accounting for construction claims and defect cases. Jennifer provides invaluable support to PBI Principals and Project Managers, assisting with budget tracking and cost analysis for construction projects.

As Accounting Manager, Jennifer handles all aspects of bookkeeping for the company. She prepares monthly financials, analysis reports, forecasting spreadsheets, year-end closeout, AP, AR and payroll. She also, maintains business insurance, assists with contract renewals and updates, and certificates of insurance.

As Office Manager, Jennifer is responsible for staff supervision, administration, staff recruitment, and benefits administration. She is also skilled at editing the reports of others to ensure a logical flow of information that leads to clear conclusions.

Jennifer came to Pinnell Busch after serving as the accounting manager for ten years at a local franchise providing financial accountability for 12 locations in the Northwest. While there, she worked closely with the CEO and executive team, prepared monthly, quarterly and annual reports, attended annual budget and sales forecasting meetings, processed payroll, and administered benefits. Furthermore, Jennifer conducted monthly audits of stores, and met with managers to review sales goals, inventory control and staffing concerns. She coordinated the implementation of a new POS system and assisted with training.