

JENNIFER THORNE

Accounting Manager and Office Manager

EDUCATION

Bachelor of Arts, Skidmore College, Saratoga Springs, NY

EXPERIENCE

Jennifer has over fifteen years bookkeeping experience. In addition, she has experience in office management and human resources.

Jennifer served as the accounting manger for ten years at a local franchise providing P & L accountability for 12 locations in the Northwest. Prepared monthly, quarterly and annual reports, processed payroll, and administered benefits. Jennifer conducted monthly audits of stores, and met with managers to review sales goals, inventory control and staffing concerns. She coordinated the implementation of new POS system and assisted with training. Prepared reports for and attended annual budget and sales forecasting meeting.

At Pinnell/Busch, Jennifer has provided assistance on many projects including project coordination, cost analysis and auditing of residential, condominium and industry specific construction projects.

Accounting Manager – As Accounting Manager, Jennifer handles all aspects of bookkeeping for the company, prepares monthly financials and yearend closeout. Payroll, AP, AR..... preparing analysis reports and charts in Excel. Project budget reports, maintains business insurance, assists with contract renewals and updates, certificates of insurance, cost analysis, provide support to Executives and Project Managers.

Office Manager – 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.