Darnell Price

Full-Charge Bookkeeper · Construction & Small Business

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SUMMARY

Full-charge bookkeeper with 8 years in small-business books, the last 5 at a 42-person mechanical contractor. Runs AP, AR, payroll and the monthly close in QuickBooks Online, with job costing, certified payroll and New Mexico gross receipts tax filings.

EXPERIENCE

Full-Charge Bookkeeper · Sandia Mechanical Services — Mar 2021 – Present
Albuquerque, NM

- Closed the books monthly in QuickBooks Online by workday 8, reconciling 3 bank accounts, 2 credit cards and an equipment loan.
- Ran biweekly Gusto payroll for 42 field and office staff, plus certified payroll for public school projects.
- Set up job costing by project and phase, tracking labor and material against budget on about 60 active jobs.
- Cut receivables over 60 days from $212K to $88K in a year with weekly progress billing and calls on day 31.
- Filed monthly New Mexico gross receipts tax returns and year-end 1099-NECs for 38 subcontractors.

Bookkeeper · Rio Grande Bookkeeping & Tax — Jun 2018 – Feb 2021
Albuquerque, NM

- Kept books in QuickBooks Online and Xero for 14 clients, including 4 restaurants and a dental office.
- Cleaned up 2 years of a new restaurant client's books before tax filing, reclassing about 1,100 transactions.
- Prepared quarterly Form 941 and state withholding worksheets for CPA review and filing.

Accounts Payable Clerk · Lobo Motors — Aug 2016 – May 2018
Albuquerque, NM

- Entered 300 to 400 vendor invoices a week in CDK Drive and matched parts invoices to purchase orders.
- Matched monthly vendor statements to the AP ledger and chased missing credits with 25 regular suppliers.

EDUCATION

A.A.S. Accounting · Central New Mexico Community College — May 2018

SKILLS

Bookkeeping: Full-cycle AP and AR, Bank and credit card reconciliations, Accruals and prepaids, Job costing, Payroll and certified payroll, 1099 and sales tax filings

Software: QuickBooks Online, Xero, Gusto, Bill.com, CDK Drive, Excel (pivot tables, VLOOKUP)

CERTIFICATIONS

Certified Bookkeeper (CB), American Institute of Professional Bookkeepers · QuickBooks Online Certified ProAdvisor, Intuit