

Marie Randolph
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QUALIFICATIONS

I am a results-oriented, focused manager with a full range of accounting and management experience. These include accounting policies and procedures, financial statements, accounts receivables and payables. I also have a full knowledge of payroll accounting and distribution of funds. I am computer literate in Windows 2008, QuickBooks 2009, and Excel 2008.

WORK HISTORY

Office Manager, Middleman Construction Company LLC 2000-2009

- Human Resources, maintain employee files
- Payroll, tax deposits, quarterly and annual reports
- Workman's Compensation quarterly reports, payments and annual audit
- Maintain and reconcile numerous checking and savings accounts
- Bid and administer health insurance annually
- Bid, maintain records and bills for general liability, umbrella, auto insurance and annual audit
- Builders Risk Reports Monthly
- Accounts payable, maintain vendor records for 1099's annually
- Maintain and collect accounts receivables
- Pay Sales Tax and have experience with Sales Tax Audit procedures for a 5 year audit period
- Record estimates in QuickBooks for new construction projects
- Prepare monthly owner's billings for percentage complete
- Format lien waivers from legal descriptions for each new job
- Prepare lien waivers for each owner billing and subcontractor payments monthly

Office Manager, Henderson LTM Enterprises, Inc. 1976-2000

I have an excellent reputation for loyalty, creativity and innovative ideas. This position provided me the opportunity to gain much experience overseeing the daily operations for eight companies. These companies included ranching, oil and gas properties, breeding and racing horses, and all personal business matters. I gained experience with documentation for the Internal Revenue Service and State Taxing Entities for a large estate. I have prepared and maintained documentation for lawsuits regarding damages incurred by oil companies to the Henderson Ranch properties and their water. All were a great success.

References are available upon request.

Community Service

1992-1997 – Volunteer for Court Appointed Special Advocates – Odessa, Texas

1994- Co Founder Project Elizabeth – Long Term Residential Treatment Center for pregnant woman and their children with substance abuse problems.

1995-1997 – Board Member for Court Appointed Special Advocates – Odessa, Texas

1994-1997 – Board Member for Clover House a Long Term Residential Treatment Center for Drug and Alcohol Abuse – Odessa, Texas

2002- Board Member for Court Appointed Special Advocates – San Antonio, Texas