

Joseph G. Recchinti

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PROFILE

To obtain a position as an Accountant/Office Manager where my skills as an excellent communicator will contribute to the overall success of the company and provide a productive working environment. Technically proficient in QuickBooks Contractor and Microsoft Office, (Word, Excel, Access, and Outlook).

PROFESSIONAL

September 2017-Present

Big Blue Brewing LLC, Cape Coral, FL
Accountant/Human Resources

*Accomplishment

1. *Put into practice inhouse payroll saving the company \$6,000/year*
2. *Put into operation a restaurant program which enabled daily snapshots of labor, purchases and sales which aided to keep costs and budgets in line*

- QuickBooks 2016 – responsible for all input used to prepare and review quality financial statements
- Reports – Profit and Loss Statement, Balance Sheet, Monthly Comparison and Estimating Report, Monthly Food to Alcohol Report, File Corporate Annual Report
- Set monthly budget for purchases (food and alcohol) and labor
- Banking – deposits, reconciliation of bank accounts, reconciliation of credit cards
- Responsible for accounts receivables and accounts payables
- File and Pay Taxes – Sales Tax, Federal Excise Tax and Florida Excise Tax
- Process weekly payroll for approximately 50 employees, responsible for all weekly and quarterly payroll taxes
- Company Insurance – oversee yearly audits for WC & GL, handle WC claims, procure certificates of insurance, handle insurance issues
- Responsible for enrolling new employees and entering them as new hires with the state
- Annual IRS Form 1099 reporting and employee W2

April 2014-Present

Cape Spirits Inc., Cape Coral, FL
Accountant/Human Resources

*Accomplishment

1. *Implemented and entered all inventory into new POS system*
2. *Put into operation an online store which enabled us to grow our brand recognition through an additional avenue of sales*

- QuickBooks 2016 – responsible for all input used to prepare and review quality financial statements
- Reports – Profit and Loss Statement, Balance Sheet, Monthly Sales Report, Retail Sales Monthly Comparison and Estimating Report, Inventory Reorder Report, Liquor Distributor Inventory and Sales Reports, File Corporate Annual Report
- Forecast retail and online sales
- Banking – deposits, wire transfers, reconciliation of bank accounts
- Responsible for accounts receivables and accounts payables
- File and Pay Taxes – Sales Tax, Federal Excise Tax and Florida Excise Tax
- Process weekly payroll, responsible for all weekly and quarterly payroll taxes

- Company Insurance – oversee yearly audits for WC & GL, handle WC claims, procure certificates of insurance, obtain driver abstracts, handle insurance issues
- In charge of retail store daily operations – Sales, Inventory, Promotions, Online Sales, Purchases
- Responsible for enrolling new employees and entering them as new hires with the state
- Annual IRS Form 1099 reporting and employee W2
- File OSHA forms in compliance with OSHA standards

February 2013-April 2014

U.S. Water Service Corporation, North Fort Myers, FL
Project Manager Coordinator

- QuickBooks 2011
- Reports – Accruals Report, Budget Report, Project Manager Job Stage Report, Jobs in Progress Report, Closed Projects Report, Billable Jobs Report, Disputed Jobs Report, Rolling Revenue Report
- Compile and review accruals for all billable jobs prior to sending to corporate office
- Run weekly time and material to help keep project managers aware of the progress of their jobs
- Responsible for exporting cost on all jobs for invoicing client
- Invoice client and send all corresponding documents to guarantee timely payment
- Collect and input data into spreadsheet for monthly budget report
- Move time and material on jobs to ensure accurate cost and profit

September 2012 – December 2012

Rome Management Associates, LLC, Trenton, NJ
Accountant

- QuickBooks Contractor 2011
- Contracts – complete bidding contracts and all necessary paperwork; oversee contracts on hand
- Process weekly payroll including prevailing wages
- Process the certified payroll and manning reports for government jobs
- Public Notary of New Jersey

June 2010 – July 2011

Jersey Construction, Inc., Hammonton, NJ
Office Manager/Accountant

*Accomplishment

1. *Secured bonding on \$6 million job*
2. *Analyzed company's insurance and enabled business to realize \$40,000 savings*

- Maxwell Systems – responsible for input used to prepare and review quality audited financial statements
- Contracts – review completed bidding contracts and all necessary paperwork
- Lenders - responsible for direct communication with lenders regarding company loans and providing the banks with required financial information
- Banking – reconciliation of bank accounts, letters of credit, line of credit, projected cash flow reports and borrowing base reports
- Responsible for accounts receivables and accounts payables
- Health Insurance – handle renewals of Health and Dental Plans
- Company Insurance – oversee yearly audits for WC & GL, handle GL claims, obtain driver abstracts, handle insurance issues and renewals
- Bonding – responsible for direct communication with bonding company regarding bid, performance and maintenance bonds for all state and municipality jobs, bonding capacity and rates
- File registrations/reports: Corporate Annual Reports, NJ Public Works, Business Registration, NJDOT, SDA and DPMC, SBE, CCR, ORCA, NJ Turnpike, IFTA quarterly reports
- Public Notary of New Jersey

February 1994 – May 2010

Cardinal Contracting Company, LLC (formerly Cardinal Paving Company), Southampton, NJ
Controller

**Accomplishments*

1. *Analyzed and Resolved Payroll issues that enable company to collect \$75,000 in bad debt.*
 2. *Secured bonding for \$6 million job*
 3. *Investigated and represent company in \$100,000 Workers Comprehensive law suite with state*
 4. *Monitored and managed \$1.5 million loan with bank*
 5. *Monitored and managed \$2 million loan with supplier*
 6. *Managed and was office contact on yearly \$1.5 million dollar contract with Federal Government*
- QuickBooks Contractor 2009 – responsible for all input used to prepare and review quality financial statements; construction revenue recognized on the “percentage-of-completion” method
 - Contracts – complete bidding contracts and all necessary paperwork; oversee contracts on hand
 - Lenders – responsible for direct communication with lenders regarding company loans and providing the banks with required financial information
 - Banking – deposits, transfers, reconciliation of bank accounts, letters of credit, line of credit, projected cash flow reports and borrowing base reports
 - Responsible for accounts receivables and accounts payables
 - Process weekly payroll including prevailing wages using Quantum software
 - Process the certified payroll and manning reports for all state and municipality jobs
 - Setup and administer Premium Only Plan for health and dental insurance payroll deductions
 - Manages office workflow on a daily basis
 - Setup and manage 401k plan
 - Company Insurance – oversee yearly audits for WC & GL, handle WC claims, procure certificates of insurance, obtain driver abstracts, handle insurance issues
 - Bonding – acquire bid, performance and maintenance bonds for all state and municipality jobs
 - File registrations/reports: New Jersey Sales and Use Tax, Monthly Manning Reports, Direct Payment Reports, Corporate Annual Reports, NJ Public Works, Business Registration, NJDOT, SDA and DPMC
 - Annual IRS Form 1099 reporting
 - Public Notary of New Jersey

March 1989 – February 1994
Ancora Liquor Store, Ancora, NJ
President - Owner

November 1987 – March 1989
Delivered Video, Marlton, NJ
President - Owner

June 1983 – November 1987
Boerner Co., Great Neck, NY
District Manager

COMPUTER EXPERIENCE

Operating Systems:

Windows 7, Windows 10

Software Programs:

QuickBooks Contractor
Quantum Payroll
Shopify

Maxwell Systems
Microsoft Outlook

Microsoft Office Suite
Aloha

EDUCATION

Rutgers University – B.S. in Accounting/Minor in Business, Camden, NJ

May 1983