

SILVER J. McELROY
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SUMMARY

Extensive experience in positions encompassing a variety of accounting, marketing and office management responsibilities.

EXPERIENCE

CHAPEL VALLEY LANDSCAPE, CO. – Woodbine, MD

May 2009 to September 2010

Project Accountant

Responsibilities: Review contracts; set up projects in database; process change orders; maintain job status and invoicing spreadsheets; process subcontractor agreements; process billing for commercial and residential departments; process AIA payment requisitions; maintain and update project, billing terms, and client information in database; conduct collection calls; reconcile projects at completion; process sales credits.

STRUCTURA, INC. – Rockville, MD

June 2002 to April 2009

Accounting Manager

Responsibilities: Reconcile vendor statements and process payments; process employee expense reimbursements; process monthly billing, review and post monthly employee timesheets and expense reports, prepare progress reports and draft invoices for project managers review, process final invoices for distribution to client; process accounts receivable; prepare bank reconciliation for multiple bank accounts; maintain banking records; prepare payroll for approximately 30 exempt and non-exempt employees; maintain employee records; update employee policy and procedure manual; act as benefits administrator; conduct annual review of employee benefits package; maintain and update project, billing terms, client, vendor, and employee information in database; conduct collection calls; process monthly billing and financial reports; maintain copies of executed job proposals; process insurance applications and renewals and maintain records; maintain records and process reimbursements for company administered Flexible Spending Account; process lien release, W-9, Certificate of Insurance, and Structural Certification requests; coordinate travel arrangements.

JOSHUA CONSTRUCTION, INC. – Gaithersburg, MD

February 2002 to May 2002

Bookkeeper (part time)

Responsibilities: Reconcile vendor statements and process payments; process subcontractor and employee reimbursement payments; process accounts receivable; maintain contract files, track payments received against contract amount and outstanding contract balance; track amounts paid to subcontractors for each job; track subcontractor release liens and insurance certificates; process payroll for approximately 50 employees; maintain employee records; track employee hours by job classification for job costing and union reports; prepare payroll tax report and process payments; process union reports and fringe payments; process child support and garnishment payments; maintain records of vacation and sick leave time; reconcile bank accounts.

AUTO WORLD – Gaithersburg, MD

July 1998 to March 2002

Office Manager/Marketing Coordinator

Responsibilities: Prepare daily sales audit for tracking sales and customer payments; process customer payments; process accounts receivable; reconcile monthly statements for over 100 vendors; prepare accounts payable; prepare bank reconciliation for multiple bank accounts; maintain banking records; prepare monthly statements for commercial accounts receivable; track sales tax and prepare monthly tax report and payment; maintain spreadsheets tracking weekly, monthly and yearly sales figures; prepare payroll for hourly and commission employees; maintain employee records; direct office support personnel; track spending of customers on a quarterly basis to send out bonus bucks (approximately 400 per quarter); send out bulk mailings; maintain records of customers' last visit and mail out reminders for maintenance items; maintain and update internal customer mailing list of about 3000 and external mailing list of about 4000; responsible for all aspects of marketing including graphic design of promotions, print and distribute promotions; responsible for bringing in new customers; answer phones; perform customer follow-up calls; back up service-writer; schedule appointments, distribute work to mechanics, estimate jobs, order parts, sell work to customers.

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STAINED GLASS STATION – Hagerstown, MD

August 1993 to June 1998

Office Manager

Responsibilities: Prepare invoices; prepare accounts payable and receivable and manual payroll; place advertisements; utilize graphics program to create invoices, business cards, brochures, flyers and media ads; coordinate set-up and monitor arts and crafts trade shows; correspond with customers and suppliers; conduct inventory control; reorder merchandise; perform customer service; bulk mailings and shipping; schedule classes; instruct classes.

JACKSON HEWITT TAX SERVICE – Hagerstown, MD

January – April 1997 and 1998

Tax Preparer (part time)

Responsibilities: Prepare federal income tax returns; prepare state income tax returns for Maryland, Virginia, West Virginia, and Pennsylvania; answer tax questions.

SMITHY BRAEDON PROPERTY CO. – Fairfax, VA

September 1992 to July 1993

Administrative Assistant

Responsibilities: Provide administrative support to asset and property managers; prepare tenant and owner correspondence; word processing and spread sheets; reconcile tenant accounts; prepare monthly statements to owners; prepare annual budgets and variance reports; maintain property and tenant files; code tenant monthly payments; handle delinquent tenant accounts; maintain utility meter books; send monthly utility billings to tenants; answer telephones.

NVHOMES, INC. – Gaithersburg, MD

June 1990 to August 1992

Production Coordinator

Responsibilities: Verify and input invoices; update subcontractor pricing information; set budgets for construction; process start packages and change orders; distribute checks twice a month to over 400 vendors; answer subcontractor questions; reconcile monthly vendor statements; verify and code utility invoices per community and lot; word processing; petty cash; answer telephones; distribute mail; maintain house register.

REYNOLDS ELECTRICAL SERVICE – Potomac, MD

December 1988 to May 1990

Executive Secretary

Responsibilities: Provide administrative support to President of company; make travel and meeting arrangements; prepare correspondence; prepare payroll; accounts receivable and payable; prepare invoices; assist in hiring; maintain personnel records; order supplies for office and job sites; shipping; communicate with vendors and subcontractors; answer telephones.

INFORMATION SYSTEMS & NETWORK – Bethesda, MD

December 1987 to November 1988

Junior Accountant

Responsibilities: Perform accounts payable; communicate with vendors; computer input.

STANDARD FEDERAL SAVINGS & LOAN – Gaithersburg, MD

March 1987 to November 1987

Executive Assistant

Responsibilities: Communicate with other branches; submit and distribute new loans; maintain logs of new loan submissions, re-submissions, canceled and rejected loans; prepare weekly and quarterly underwriting report; typing.

COMPUTER SOFTWARE UTILIZED:

Microsoft Excel, Microsoft Word, Microsoft Access, Adobe Acrobat Professional, Quick Books Pro, Timberline, Deltek Vision, Deltek Advantage, Peachtree, Quantum, Fidelity Payroll, Corel Draw, Word Perfect, LOTUS 123, Symphony, Mac Draw, Word Star 2000, COBE, MORK, Hewtax, JAMIS, Homes, ROWriter, MasterRepair