

# Holly Lawler

## Key Skills

— Microsoft Office  
— Intuit & iCREWtek Software  
— QuickBooks

— SAP Computer Software  
— Financial Analysis  
— Budgets & Forecasts

— Depreciation  
— Process Improvement  
— Payroll & Human Resources

## Employer Summary

### ACCUTRAK SERVICES (Sterling Heights, MI) — **Staff Accountant**, 05/2018 to Present

- Oversee multiple entities in all Accounting and Payroll related matters.
- Prepare and process payroll.
- Maintain and update chart of accounts.
- Analyze and review bank accounts, accounts payable, inventory, fixed assets, accounts receivable and all other general ledger accounts.
- Review and analyze each job costing report weekly.
- Prepare tax forms.
- Prepare month-end and year-end journal entries.
- Prepare Consolidated Financial Statements each month for multiple entities.
- Support the development and tracking of budget for multiple entities

### Berns Landscaping Services (Warren, MI) — **Controller**, 05/2016 to 05/2018

- Oversee multiple entities in all Accounting, Human Resources and Payroll related matters.
- Prepare and process payroll.
- Maintain and update chart of accounts.
- Analyze and review bank accounts, accounts payable, inventory, fixed assets, accounts receivable and all other general ledger accounts.
- Review and analyze each job costing report weekly.
- Maintain depreciation schedule.
- Member of the Executive Team.
- Prepare month-end and year-end journal entries.
- In charge of all financial operations.
- Prepare and present Consolidated Financial Statements each month for multiple entities.
- Manage staff in various departments: Accounting, Customer Service, Marketing and Estimating.
- Create and implement processes that flow throughout all departments.
- Handle all financing, banking and loans for all entities.
- Create and manage the budgeting for each department.

### BRILAR, LLC (Oak Park, MI) — **Controller**, 12/2012 to 05/2016

- Oversee multiple entities in all Accounting, Human Resources and Payroll related matters.
- Prepare and process Payroll for three separate companies.
- Prepare and submit all Federal, State, County, & Local tax reports and payments in accordance with agency requirements & dispute unwarranted penalties when necessary.
- Maintain and update chart of accounts.
- Analyze and review bank accounts, accounts payable, inventory, fixed assets, accounts receivable and all other general ledger accounts.
- Maintain depreciation schedule.

- Prepare month-end and year-end journal entries.
- In charge of month-end, quarter-end and year end close process.
- Prepare and present Consolidated Financial Statements each month for multiple entities.
- Member of the Brilar Leadership Team.
- Manage staff in various positions within the company.
- Handle all financing, banking and loans for all entities.

PULTE HOMES (Royal Oak, MI) — **Finance Manager**, 09/2000 to 07/2007

- Manage staff in a broad range of accounting functions.
- Prepare monthly budget analysis and forecasting for the Land Acquisition and Housing Departments.
- Review and analyze all balance sheet and income statement accounts monthly.
- Prepare and present Financial Statements for five divisions on a monthly and yearly basis.
- Assist with all internal and external accounting audits.

Cross Hueller (Fraser, MI) – **Accounts Payable Manager**, 08/1995 to 09/2000

- Formally known as The Cross Company, currently known as MAG Powertrain.
- Manage Accounts Payable/Receivable staff.
- Process all overseas invoices that utilized an exchange rate.
- Handle all credit applications

## Education & Certifications

NORTHWOOD UNIVERSITY (Madison Heights, MI) — studied for **BS in Accounting and Finance**, 1998-1999  
 LAWRENCE TECH UNIVERSITY (Southfield, MI) — studied for **BS in Accounting and Tax**, 1995-1998