



EDUARDO PELLEGRINI

Bookkeeper

CONTACT INFORMATION



(505) 555-0119



e.pellegrini@email.com



Albuquerque, NM 12345

EDUCATION

**Bachelor of Business Administration,
Accounting, University of New Mexico,
2009**

**Certified Bookkeeper (CB), American
Institute of Professional Bookkeepers,
2014**

**QuickBooks Online Advanced
ProAdvisor Certification, 2019**

**Sage 100 Contractor Certified User,
2021**

KEY SKILLS

- Full-cycle bookkeeping and month-end close
- Sage 100 Contractor (WIP, retainage, job costing)
- QuickBooks Online and Desktop (Advanced ProAdvisor)
- NetSuite general ledger and reporting
- Bill.com AP automation and approval workflows
- Construction job costing and over/under billing analysis
- Nonprofit fund accounting and grant compliance (A-133)
- Multi-state payroll processing (ADP, Gusto, Paychex)
- Audit prep and CPA liaison for reviews and single audits

ABOUT ME

Senior bookkeeper and accounting lead with 14 years across construction, nonprofit, and SaaS. Runs full close cycles up to \$42M in revenue, manages outside audit prep, and supervises junior bookkeepers. QuickBooks, Sage 100 Contractor, NetSuite, and Bill.com power user.

PROFESSIONAL EXPERIENCE

Accounting Manager / Lead Bookkeeper I 2020 - Present

Mesa Verde Roofing & Solar, Albuquerque, NM

- Lead a 3-person bookkeeping team supporting a \$42M residential and commercial roofing company across NM, AZ, and CO.
- Own monthly close in Sage 100 Contractor, including WIP schedules, retainage tracking, and over/under billing reports for 60-80 active jobs.
- Cut the close from 14 days to 7 by reassigning AP coding to project admins and building a reconciliation tracker in Excel.
- Run the annual review with the outside CPA firm; the last three years have closed with no material adjustments.
- Mentor two junior bookkeepers and built an onboarding checklist that brings new hires to independent close work in roughly 90 days.

Senior Bookkeeper I 2016 - 2020

Rio Grande Family Services, Santa Fe, NM

- Kept the books for a \$9.5M social services nonprofit with 11 restricted grants across federal, state, and private funders.
- Built grant tracking schedules in Excel that tied directly to the general ledger, which simplified the annual A-133 single audit.
- Processed semi-monthly payroll for 84 employees and managed allocations across 6 program cost centers.
- Trained the incoming finance director on grant drawdown procedures during a leadership transition.

Bookkeeper I 2013 - 2016

Sandia Peak Software, Albuquerque, NM

- Handled full-cycle bookkeeping for an early-stage SaaS company that grew from 8 to 47 employees during my time there.
- Set up deferred revenue tracking in QuickBooks when annual contracts started outpacing monthly ones.
- Managed AP through Bill.com and AR collections, keeping average days sales outstanding under 32 days.
- Closed the books each month within 8 business days and produced board-ready financials for the CEO.

Bookkeeper / Office Manager I 2010 - 2013

Talavera Tile & Stone, Las Cruces, NM

- Deferred revenue and ASC 606 schedules for SaaS
- Sales, use, and gross receipts tax filings
- Team leadership, training, and SOP development

- Ran books, payroll, and HR paperwork for a 19-person tile importer and installer.
- Reconciled customs and freight invoices against shipping documents, catching billing errors several times per year.
- Filed quarterly payroll and gross receipts tax returns with no late filings during the three-year tenure.