

PRIDE ENTERPRISES INCORPORATED

BUILDERS & CONSTRUCTION MANAGERS

Controller



VALERIE DiBENEDETTO
CONTROLLER
PRIDE ENTERPRISES, INC.

VALERIE DiBENEDETTO earned her Bachelor of Science in Business Administration with an Accounting emphasis from Biola University in La Mirada, California. Valerie's primary responsibility at PEI is preparing the quarterly financial statements. She is also responsible for maintaining job cost data on all projects and developing and maintaining all budgets.

Professional Experience:

2001 - Present

Controller

PRIDE ENTERPRISES, INC.

Responsibilities Include:

- Maintaining general ledger
- Serving as primary administrator of the Timberline financial software system
- Working closely with the Office Manager, Project Management and Vice President to assure the smooth daily operation of all bookkeeping tasks

1997 - 2001

Office Manager

R.I. WILLIAMS AND ASSOCIATES

Responsibilities Include:

- Serving as Office Bookkeeper and Maintaining Payroll, Account Receivables, and Account Payables
- Handling all Human Resource issues and Ordering all office machines and supplies
- Maintaining all office functions and ensuring the easy operation of the office
- Supervising secretarial staff and interns and Coordinating all scheduled meetings

1995 - 2000

Bookkeeper

R.I. WILLIAMS AND ASSOCIATES

Responsibilities Include:

- Maintaining payroll, general ledger, accounts payable and receivable
- Serving as primary administrator of the Timberline financial software system
- Working closely with the Executive Administrator, Project Management and Vice President to assure the smooth daily operation of all bookkeeping tasks

1994 - 1995

Bookkeeper

NAVE, NEWEL & STAMPEL, LTD

Responsibilities Included:

- Preparing financial statements including general ledger and trial balance
- Completing billing on a monthly basis, including recording payments and job cost reports
- Working closely with Controller on weekly, monthly and yearly analysis of reports for principals
- Handling all payroll duties including quarterly taxes
- Overseeing all accounts payable including coding to accounts and scheduling payments as well as running checks

1989 - 1994

Bookkeeper

NOW CONSTRUCTION CORPORATION

Responsibilities Included:

- Preparing monthly and yearly financial statements including work-in process, inventory adjustments, reconciled six cash accounts
- Supervising the accounting department including the hiring, training and termination of all accounting personnel
- Having a working knowledge of accounts payable and receivable, payroll (including state and federal taxes) and quarterly reports to the state and federal government
- Handling all insurance issues including workers compensation, general liability, and automobile and employee health insurance.

PRIDE ENTERPRISES



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