



Title: Bookkeeper

Experience & Qualifications: Tuesdee has over 25 years of experience in the construction and temperature controls contracting industry. Her past experience in the HVAC field is a definite benefit in her joining the team at Ainsworth Associates Mechanical Engineers as bookkeeper.

In her position as bookkeeper, Tuesdee brings her experience and knowledge of office management, accounts receivable and payable, billing, payroll, human resources and financial record keeping. She feels strongly that organization, timeliness and attention to detail are keys to successful business practices and has brought that dedication with her. She has experience in the construction field in both Nevada and California, where her previous experience included working directly with mechanical contractors and suppliers on both public and private projects.

Tuesdee holds the relationships with clients and associates in high regard and is committed to prompt response times in assisting with requests and inquiries.

TUESDEE HAS OVER 25 YEARS OF EXPERIENCE IN CONSTRUCTION AND CONTRACTING BOOKKEEPING AND OFFICE MANAGEMENT.

PROJECTS:

BOOKKEEPING:

For over 25 years, Tuesdee managed the office of a temperature controls contractor in Reno. Her bookkeeping and management experience consists of accounts receivable and payable, billing, payroll and taxes, reconciliation of financial accounts, prevailing wage reporting, human resources, record keeping for insurance audits and vendor and subcontractor accounting and insurance requirements. She has helped modernize internal processes by integrating software such as Intuit Quickbooks and Microsoft Office products.

MANAGEMENT:

Along with bookkeeping and management, Tuesdee was Secretary and Treasurer on the Board of Directors at her previous company. She worked side by side with the company President and would provide financial documentation in a timely manner to assist in the projected financial future of the business. She was essential in the success of running a business and takes pride in her years of supporting that endeavor.

PROJECT ORGANIZATION:

Tuesdee was responsible for sending out bid proposals to mechanical contractors on bid day. This process typically involved obtaining all relative documentation, providing certificates of insurance, producing pre-liens and providing lien releases according to payment schedules, and keeping up to date prevailing wage requirements and reporting. She has experience in private, public works and union-only commercial projects. Tuesdee would often produce submittal/operations manuals on projects and keep job profitability reports to assist in keeping track of performance.