

# Janet Bonnar

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## SUMMARY

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Knowledgeable accounting professional bringing over ten years of experience. Successful at revamping and strengthening controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Proficient in Business Central, Citrix, Vivid, PeopleSoft and QuickBooks.

## EDUCATION

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**University of Hartford**, Bloomfield, CT May 2022

Master of Business Administration

Accounting

**Central Conn. State University**, New Britain, CT May 2002

Bachelor of Science

Accounting

## WORK EXPERIENCE

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**Laz Parking, Hartford, CT** June 2022 - Current

- Responsible for the monthly close including general ledger account reconciliations and preparing GAAP financial statements.
- Preparing or assisting with the preparation of budgets including monthly budget to actual analysis.
- Maintaining documentation for accounts payable, purchasing, and conducting internal audits.
- Performing monthly balance sheet reconciliations.
- Performing Bank Reconciliations.
- Meeting processing and reporting deadlines.
- Monthly accounting and reporting for a portfolio of individual managed locations within an assigned region
- Perform required month-end close activities for each location, including accurate preparation and recording of all journal entries.
- Reconcile and record activity from daily cash reports, credit card activity reports, and bank statements. Complete individual location bank reconciliations using auto matching application.
- Reconcile all location Balance Sheets and related asset, liability and equity accounts. Prepare analysis and lead sheets, when appropriate.
- Compile and prepare comprehensive monthly financial report packages and submit timely to the field for review and approval.
- Meet monthly financial report submission deadlines to GM and client in line with management agreement and client expectations.
- Calculate, prepare, and file all applicable tax returns, including property, parking, and sales and use taxes.
- Prepare and process funding and wiring requirements, including distributions, taxes, and intercompany settlements
- Prepare checks and wires information for processing by the treasury department
- Submit invoices for payments to customers

- Communicate and interact with regional and facility personnel working in the field

**Battiston of Avon**, Avon, CT

May 2017 - June 2021

*Accountant/Bookkeeper*

- Managed the entire accounting cycle including gathering information
- Prepared documents, finalized reports and closed the books
- Evaluated and improved accuracy and completeness of financial records to boost regulatory compliance
- Preparing journal entries, account reconciliations and assisting with monthly close processes
- Performing monthly bank reconciliations and reviewing financial statements
- Paid common area maintenance fees (CAM)
- Made quarterly payments for franchise fees and vehicle leases
- Maintained documentation for accounts payable and conducting internal audits
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Verified that transactions were recorded in the correct day book, customer ledger and general ledger
- Entered data, kept records and created reports and financial statements
- Brought the books to the trial balance stage
- Gathered and organized all necessary documents for the company's CPA

**SFB Investments**, Phoenix, AZ

June 2012 - January 2017

*Accountant*

- Maintained property rentals by advertising and filling vacancies
- Negotiated and enforced leases, maintained and secured premises
- Established rental rate by surveying local rental rates and calculated overhead costs, depreciation, taxes, and profit goals.
- Completed daily cash functions like account tracking, payroll and wage allocations, and bank reconciliations.
- Managed the entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Reconciled accounts and reviewed all materials, including income, expense data, net worth and assets
- Calculated and collected Common Area Maintenance (CAM) fees paid by tenants to cover costs associated with overhead and operating expenses for common areas.
- Reconciled year end actual CAM expenses with estimated costs
- Accurately documented all cash, credit, fixed assets, accrued expenses
- Reconciled year end actual CAM expenses with estimated costs
- Submitted monthly county taxes to the department of revenue
- Prepared and organized all necessary documents for the company's CPA

**SOFTWARE SKILLS**

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- MS Excel - Vivid
  - PowerPoint
  - SharePoint Online
  - Business Central
  - Citrix
  - PeopleSoft
  - QuickBooks
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