

Valarie Gibson
3305 E. Rome Blvd #2041
N. Las Vegas, NV 89086
(702) 285-4003

Luv22000@yahoo.com

Objective

Diligent Accountant who will analyze spreadsheets and compare data, developing effective reports for management. I work with all levels of management. Specializes in all accounting aspects and Customer Service.

Authorized to work in the US for any employer

Experience:

Assistant General Manager/Provisional Community Manager

One Turnberry Place Condominium Association HOA 12/19 – 6/20

- Daily assessment deposit
- Collections
- Financials
- HOA Resale Package
- Payables
- Receivables
- Payroll
- New Hire
- Insurance
- Monthly Billing
- Journal Entries
- Month End Close
- Customer Service
- Vendor Liaison
- Board Package
- Maintenance Projects

Accountant

National Home Warranty 10/18 – 12/19

- Daily deposit
- Collections
- Posting payments
- HVAC Accountant
- Permits

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- Estimates
- Invoicing
- Payables
- Credit applications
- Credit Cards
- Bank Reconciliation
- Customer Relations
- Financing
- Aging
- Payroll
- Inventory

Controller

DDL Lifelike Botanicals, Inc **10/14 – 08/18**

- Weekly Payroll
- Sales & Use Tax
- Bank Reconciliations
- Account Payables and Receivables
- Job Costing
- Bank Deposits
- Financials
- Month End Close
- Billing
- Credit Cards
- Journal Entries
- Bank Wires
- Collections
- Profit & Loss statements

HOA Staff Accountant III 10/13-10/14

Diamond Resorts International

- Financial reporting for 4 large Resorts
- Prepared monthly journal entries
- Prepared monthly financial statements
- Reviewed weekly Accounts Payable for coding and approvals
- Reviewed financials and accounts for any discrepancies
- Prepared asset and liability reconciliations
- Maintained cash flow spreadsheets

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- Worked with other departments on intercompany balances
- Prepared invoice cover sheets/check requests

Financial Manager 08/12-05/13

Aliante Gaming LLC

- Non-Gaming Accounting
- Month-End journal entries
- P&L reviews
- Bank Reconciliations
- Payroll Taxes
- Sales & Uses Tax
- General Ledger
- Bank wires
- Credit approvals
- New vendor set up
- End of the year 1099
- Oversaw the daily functions of AR and AP

Community Assistant- (Contracted) 05/10 -07/12

Camco Management

- Process community violations
- Assessed Home Association payments
- Customer relations
- Posted Payments
- Handled Collections
- Vendor Liaison
- Credit & Collection
- Set up new accounts and established credit limits
- Month End

Accounting Supervisor 11/00 -06/09

Harrah's Entertainment

- Responsible for AR/AP department
- Handled all Non-Gaming Accounting including: Entertainment, F&B
- Journal Entries
- Month-End close
- Handled all Ticket brokers i.e- Ticketmaster, Tix4Tonight, Vegas.com

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- Banquet Audits
- Group billing
- Wholesaler accounts
- Corporate accounts
- Posted deposits
- Account Payables
- Vendor Liaison

Education

Compton Senior High
Bachelor Specialized Business Degree
National Education Center of Commerce 1994
Key Realty School 60 Hour CAM course 5/2020

Computer Skills

- | | |
|-------------------|----------------------|
| • RFMS | • CMS |
| • WordPerfect 5.0 | • JD Edwards |
| • Lotus | • Great Plains |
| • Platinum | • Machine Accounting |
| • Quicken 5 | • HOTSOS |
| • QuickBooks | • Oracle |
| • PowerPoint | • Onbase |
| • Excel | • Blackline |
| • Access | • AX Span |
| • Mas90 | • Sedona |
| • Mas500 | • DelTek |
| • LMS | • RFMS |
| • Delphi Stratus | • HomeOne |
| • Stratton Warren | • Authorize |
| • AS400 | • Chase Orbital |
| • Daylight | • Sage |
| • Infinium | • Buildinglink |
| • CME | |
| • Timeworks | |
| • VMS | |

Certifications

CPR 4/2020
Notary 2/2024