

Janice Nobles
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PROFILE

I am a motivated, dedicated professional who is a detailed, organized individual committed to quality. I have excellent verbal, written and interpersonal skills with a balanced work history of accounting and office management. I have the proven ability to meet deadlines and manage time and multiple tasks efficiently.

EMPLOYMENT HISTORY

- Analyzed job cost reports, prepared work in process reports (WIP) and monitored projected project profitability.
- Created a cost analysis archive of all products – current and past products.
- Created processes and procedures which streamlined the paperwork flow and improved the company's relationships with subcontractors; vendors and customers.
- Designed and implemented processes for the administration of construction projects.
- Developed and maintains standard product lists including cost, margins and sales.
- Inventory preparation and annual physical inventory controls.
- Invoiced customers for monthly rentals , finished goods; parts and service. Weekly collection of all receivables.
- Maintained logs of subcontractor and owner change orders.
- Maintenance of bill of materials and finished good production.
- Managed accounts payable including job cost coding utilizing CSI codes, posting of invoices and invoice payment.
- Managed all corporate benefits administration responsibilities included monitoring 401 (k) plan, health insurance, personal policies, vacation/sick time, corporate insurance plans and general office management.
- Managed property management accounting for all property tenants including invoicing and collection.
- Monitored Capital projects and monthly expenditures.
- Monitored cash flow activities including investment strategies.
- Performed monthly closing activities for inventory.
- Prepared accounts payable including job cost coding utilizing CSI codes, posting of invoices and invoice payment as well as G & A invoices.
- Prepared and collaborated with outside CPA firm on the quarterly/annual financial statements and Federal/Franchise Tax returns.
- Prepared and implemented of Owner construction draws utilizing AIA G702/G703 forms.
- Prepared bank reconciliations for multiple entities.
- Prepared general ledger journal entries and reconciliations.
- Prepared month end accruals.
- Prepared monthly sales reports and profit margins analysis.
- Prepared monthly, quarterly and annual sales tax forms for all 50 States as well as required County and City forms.
- Prepared payroll including the payment of Federal Taxes, employee relations and benefits administration. Processed payroll using an outside payroll service (ADP) and prepared daily labor reports.
- Reviewed all subcontract agreements and change orders as well as insurance certificates.
- Supported the Corporate Accounting group with General Ledger activity.
- Worked with Project Managers, Regional Vice Presidents and Division Vice President to ensure projects were billed accurately and timely, as well as monitored the collection of receivables.

EMPLOYMENT HISTORY

Division Construction Supply, Inc.
Controller – January 2024 – March 2025
Manufacturer/Specialty Subcontractor

Commercial Construction Group – Rockwall, Texas
Controller – September 2021 – December 2023
General Contractor

TMD Manufacturing DBA Diversified Storage Systems – Sulphur Springs, Texas
Controller – May 2016 – August 2021
Manufacturer

Bob Evans Foods, Inc. – Sulphur Springs, Texas
Plant Cost Accountant – May 2014 – January 2016
Food Manufacturer

Door Control Services, Inc. – Ben Wheeler, Texas
Contract Manager – June 2011 – May 2014
Specialty Subcontractor

Homemade Gourmet, Inc. – Canton, Texas
Cost Accountant – August 2008 – June 2011
Food Manufacturer

Structure Tone SW (Formerly Constructors & Associates) – Dallas, Texas
Accounting Manager – June 2003 – February 2008
Commercial General Contractor

The Duke Companies – Dallas, Texas
Assistant Controller – August 2002 – June 2003
Developer/General Contractor

Affordable Housing Construction – Dallas, Texas
Senior Construction Accountant – September 1999 – July 2002
Developer/ General Contractor/ Property Management

The Beck Group – Dallas, Texas
Senior Project Office Manager - August 1996 – September 1999
Commercial General Contractor

Glenn H. Johnson Construction Company – Chicago, Illinois
Accounting Manager – April 1992 – June 1996
Commercial General Contractor

EDUCATION

Loyola University – Chicago, Illinois
Bachelor of Science – Criminal Justice

COMPUTER SKILLS

Excel - Microsoft Word - Microsoft Outlook – Timberline/Sage Construction Software - AS400 –
QuickBooks/Quickbooks Online – Quicken- NAVISON – Dynamics 365 - Procore