

# Donna Mahon

131 Rockwood Drive ▪ Havertown, Pennsylvania 19083  
dmahon0905@msn.com ▪ Home: (610) 924-9018 ▪ Mobile: (610) 220-8870

---

## PROFESSIONAL SUMMARY

*Results-oriented accounting professional with a proven track record in general bookkeeping functions including management of payables / receivables, preparation of the monthly financial statements, benefits administration, payroll, cost accounting / variance analysis, and year-end audits. Twenty-six years total accounting experience, including twenty-years in the property management industry and three-years in home-building. Excellent interpersonal, organizational, and leadership skills. Able to work independently or as a team player.*

---

## CORE COMPETENCIES

Accounting	Business/Technical
<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Accounts Payables</li><li>• Accounts Receivables</li><li>• Payroll</li><li>• General Ledger</li><li>• Account Analysis</li><li>• Job Cost Variance Analysis</li><li>• Loan Management</li><li>• Year-End Audit</li></ul>	<ul style="list-style-type: none"><li>• Vendor Management</li><li>• Lease Administration</li><li>• Benefits Administration</li><li>• MRI, AMSI Software (Property Management)</li><li>• Marks Systems Software (Construction)</li><li>• Microsoft – Excel and Word</li><li>• Quickbooks Pro 6</li><li>• ADP and Paychex’s payroll services</li></ul>

## PROFESSIONAL EXPERIENCE

### Thomson Homes, Inc. – West Chester, Pa

#### Bookkeeper

May 2005 - June 2008

Responsible for maintaining the company’s accounting books including financial reporting, general ledger, supporting detail trial balances, accounts receivable, accounts payable, payroll, job cost and variance analysis. Specific responsibilities include:

- Manage monthly financial close cycle, including preparing the statements and auditing the monthly trial balance and general ledger.
- Manage key banking activities including managing accounts, daily deposits, and reconciliations, and resolving issues
- Conduct construction loan audits and prepare monthly site/construction draws
- Audit monthly Job Cost reports and resolve any variances

- Maintained monthly work papers for accountant including capital contributions, monthly sales summary, settlement list and inter-company loan schedules
- Co-ordinate and supply the external accountant with year-end information
- Facilitate and manage the General Liability and Workers Comp audit
- Manage Payroll processing and administration
- Maintained Human Resources-related employee files reflecting salary increases, deductions, garnishments; benefits; payroll exceptions and W-2 withholdings, exercising a high level of confidentiality
- Manage state and local contractor licensing, and mandatory 1099/1096 filings

**Key Contributions:**

- Took over the monthly closing process which was previously handled by an outside accounting firm.
- Reduced the cost of the health insurance benefits by \$120,000.00 annually.
- Facilitate and co-ordinate Pa State Sales/Use Tax audit.

**DeSouza Brown, Inc. – Bala Cynwyd, Pa**

**Bookkeeper**

**December 1985 - May 2005**

Responsible for the daily bookkeeping duties for property Management Company, helping the company achieve internal efficiency and operational targets. Specific responsibilities included:

- Handled diversified Accounts Payable/Receivable and including bank and account reconciliation, cash receipts, disbursements, billings, invoicing, and preparation of daily bank deposits.
- Oversee payroll and fill in as needed
- Collaborated extensively with external accountants, providing in-depth assistance with year-end audit
- Researched account transactions, demonstrating a keen ability to recognize and resolve discrepancies
- Manage monthly financial close cycle, including preparing the statements and auditing the monthly trial balance / general ledger
- Followed-through on timely and accurate month-end closings and financial reporting activities
- Oversee the input of leasing information from inception to move-out
- Audit and process monthly security deposit refunds/interest in accordance to Pennsylvania state law.
- In-charge of all inter-office technical support of accounting software

**Key Contributions:**

- Handled all aspects of the conversion of data from old accounting software to new.

**Atlantic Financial Bank – Philadelphia, Pa**

**Head Teller**

**1982 – December 1985**

Responsibilities included training and managing tellers, handling the cash vault, and assisting customers with various banking transactions.

**EDUCATION**

*Associates Degree in Interior Design*

*Art Institute of Philadelphia, 1982*

*High School Diploma  
Upper Darby High School, 1979*

---

## **REFERENCES**

*Available Upon Request*