

Tracey J. DiCola
Administrative Assistant



EXPERIENCE

Tracey has been with Cronin Engineering, P.E., P.C. for 18 years and currently holds the title of Administrative Assistant. She brings experience to the firm in the areas of Human Resources, Accounting, and all Clerical and Administrative Systems.

Professional Experience relating to the following:

- Handles office interactions with outside visitors, including greeting guests in a friendly and welcoming manner and directing them to appropriate offices
- Answers incoming calls and helping with their questions or forwarding calls to the appropriate person
- Preparation of monthly invoicing to clients
- Processes bank deposits and credit card payments from clients
- Responsible for monthly accounts payable for office (health and business insurance, utilities, etc.)
- Handles customer project list for staff
- Processes requests from clients for W-9 forms and Certificates of Insurance
- Assists in the preparation of our annual Professional Liability Insurance policy
- Processes semi-monthly employee paychecks and payroll tax liabilities
- Prepares company quarterly tax returns for the IRS and for New York State
- Processes and distributes incoming mail
- Prepares mailings and overnight packages
- Preparation of submission packages to various municipalities
- Maintains office supply room, including paper and ink for office plotters
- Inputs and maintains information for archiving of old customer files

SPECIALIZED SKILLS

Tracey possesses extensive knowledge of Microsoft Office Suite (including Word and Excel), Quickbooks, and Timetracking.