



Education

- ❑ Bachelor of Business Administration (Accounting), Queens College
- ❑ Associates Degree in Accounting, Kingsboro Community College

Professional Societies/Memberships/Certifications

- ❑ OSHA Certified, Construction Safety & Health

Background

Ms. Gliganic has over 20 years of experience in accounting, having worked for a variety of firms in the New York metropolitan area. Her area of expertise is construction accounting with a strong background in financial analysis. She is adept at loss analysis and forecasting. She has the ability to coordinate multiple projects and meet deadlines. Additional experience includes preparation of budget reports, cash flow projections, AIA payment applications and certified payroll reports. Strong points include monitoring of project receivables and payables, tracking of change orders, evaluation & negotiation of subcontractor requests for payment, procurement & preparation of certified payroll reports and compilation of specified project closeout documentation. Overall ability to coordinate financial data for all stages of construction work, starting with the preparation of competitive bid packages through final project closeout.

Experience

Manager -Project Accounting

Responsibilities include:

-) Analysis of the financial status of distressed construction contractors to determine the type and extent of financial assistance required by surety.
-) Preparation of Estimated Loss Reports based on the evaluation of contract status, current and future obligations, and cost-to-complete estimates.
-) Preparation of cash flow projection reports.
-) Preparation of interim financial reports to provide updated loss information to surety.
-) Analysis of payment bond claims / prevailing wage claims / union benefit claims.
-) Preparation of AIA Payment Applications.
-) Preparation of certified payroll reports.
-) Monitoring project receivables and payables.
-) Maintaining joint-control and trust bank accounts
-) Procurement of waiver of lien documents
-) All aspects of financial reporting to surety clients.
-) Management of staff accountants

Accounting Manager

Duties included the following:

-) Preparation of interim and year-end financial statements for review and audit by independent CPA firm

-) Preparation of corporate tax returns and shareholder's personal income tax returns
-) Handled all audits by government agencies, insurance companies and trade unions
-) Assisted company in obtaining financing
-) Implementation of internal control procedures for accounting department
-) Bank statement reconciliation reports for 6 corporate accounts
-) Customer invoicing for residential, commercial and public works projects
-) Preparation of certified payroll reports
-) Accounts receivable tracking and collections
-) Vendor management and cost control
-) Subcontractor management and coordination of payments
-) Preparation of competitive bid packages
-) Acquiring contract close-out documents
-) Preparation of weekly payroll and quarterly reporting to government tax agencies
-) Monthly reporting to trade unions
-) Preparation of job cost reports and analysis of cost overruns

Staff Accountant

Duties included the following:

-) Assisted senior accounting managers with the performance of field audits of construction companies
-) Assisted clients with record keeping, checkbook reconciliations, payroll taxes and sales tax returns.