



## **Judy Jones**

**Office Manager,  
Accounting Administrator**  
Lawson Projects

Responsible for the efficient operation of Lawson Projects' head office and assisting Directors and Project Managers.

### **Office Manager & Accounting Administrator, Lawson Projects**

**Office Manager** – responsibilities include:

- Administration of Lawson Projects' head office
- Management of office personnel, suppliers and contractors
- Assisting Project Managers and Construction Managers

**Accounting Administrator** – responsibilities include:

- All facets of full-cycle accounting:
  - Payroll, Receiver General reconciliations, T4's and T4 summaries
  - Accounts payable and receivable, invoicing clients, monitoring disbursements, bank deposits and reconciliations, GST reconciliations and remittances, month-end reconciliations of accounts
  - Monthly Financial Reporting
  - Year-end preparation and analysis
  - Budget preparation and variance reporting
  - Monitoring of Project Costing

Qualifications:

- Over 25 years of accounting experience
- Over 15 years of office management experience
- QuickBooks Pro-Client Consultant
- Simply Accounting Educational Seminars
- Business Management Courses-McGill University, Montreal