

LESLIE L. FLOWERS
Accounting / Office Manager

Leslie has worked in the field of accounting for over twenty years. She has used her accounting skills in a variety of positions ranging from governmental accounting to construction. She has performed in most every capacity in the accounting field, from supervising an eleven-person accounts payable section to accounting manager for a sixty million-dollar construction company. Leslie is proficient in many computer software programs including Microsoft Office, Excel, and Lotus. She has performed as the network administrator for a twenty five-person Novell network. Leslie's innovation and experience provides for a seamless and efficient operation.

As Accounting/ Office Manager, Leslie is responsible for:

- Accounts Payable, Receivable
- Billing
- Financial Statement Preparation
- Subcontract Administration
- Workers Compensation / General Liability
- Payroll and payroll tax submissions
- Office Management

EDUCATION

*Auburn University: Auburn, Alabama 1978-1980
Mt. Wachusett Community College; Boston, MA 1987-1988
Fitchburg State University; Fitchburg, MA 1987-1988*

PREVIOUS PROFESSIONAL EXPERIENCE

<i>June 1998 - Present</i>	<i>Accounting / Office Manager Wieck Construction, LLC</i>
<i>May 1994 - June 1998</i>	<i>Senior Accountant, Accounting Manager Patten-Beers Constructors, Inc.</i>
<i>January 1991 - March 1994</i>	<i>Full Charge Bookkeeper Watercrest Condominium Association</i>
<i>May 1987 - July 1990</i>	<i>Assistant Central Accounting Officer Ft. Devens Central Accounting Office</i>
<i>January 1985 - November 1986</i>	<i>Accounts Payable Supervisor Manheim Germany Central Accounting Office</i>