



Dee Ann Shelton

Accounts Payable/Accounts Receivable

EMPLOYMENT WRL General Contractors, Ltd.
1999 - Present AP/AR

Dee Ann Shelton joined WRL in 1999. Dee Ann has 37 years of experience in accounting and 28 years of experience in construction. Dee Ann an essential part of all projects and daily activities at WRL. She prepares the monthly reports and daily updates for all construction A/P and tracks lien waivers from our subcontractors to verify funding from our title company. Her duties and responsibilities reach far beyond accounts payable duties. She checks and organizes all invoices and subcontractors' pay applications per month as they relate to the job. In addition, she manages and documents subcontractors' supplier costs and third tier supplier releases related to these costs. She then assists the Project Managers in creating pay applications to the owner each month.

PREVIOUS WORK HISTORY

1989 - 1999 **Deibel Co., Inc., Tyler TX**

Handled the following for four apartment complexes and duplex rentals and the custom home construction division:

Accounts payable/receivable

Payroll

Bank reconciliation

General ledger