

# Resume 527

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## **OBJECTIVE:**

Highly motivated, well-organized, and knowledgeable professional to secure a part-time position with your company utilizing my skills, training, education, and experience as an *Accounts Payable Specialist* or other *Administrative Support* position as applicable

## **SUMMARY OF QUALIFICATIONS:**

- Over 20 years' experience providing uncompromising, highest standards of customer service in the accounting industry, offering intelligent solutions customized to individual accounting aspects, following up promptly on any special requests, and resolving all issues in a timely manner.
- Experienced reviewing ageing accounts spreadsheets and processing accounts payables/receivables, accordingly, as directed or necessary
- Performs a wide range of office duties including answering phones and routing callers to appropriate personnel, greeting customers, scheduling appointments, filing/updating records, operating copiers, fax machines, etc.
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks effectively, learns new systems quickly, and completes all projects/assignments ahead of deadlines
- Experienced using computers, Windows, MS Office, proprietary accounting software, Internet research, and email
- Dependable, detail-oriented, courteous employee who adapts to any work setting
- Works well independently or collaboratively in a team environment

## **PROFESSIONAL EXPERIENCE:**

03/2012 - 09/2021      *Accounting Specialist*

Cataract Steel, Niagara Falls, NY

- Processed accounts payables, verifying PO's for accuracy, and inputting data into Job Boss, MIP or Sage software.
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Performed general office duties, such as filing, answering telephones, and handling routine correspondence.
- Prepared bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks and verifying information with upper management.
- Transferred details from separate journals to general ledgers or data processing sheets.
- Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures.
- Organized material and completed writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Maintained records and files of work and revisions.
- Provided information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Collected and deposited money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

08/1996 - 10/2011      *Accounting Specialist*

Niagara Cerebral Palsy (Now Intandem), Niagara Falls, NY

- Inspected account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Examine and evaluate financial and information systems, recommending controls to ensure reliability and data integrity.
- Prepared, examined, or analyzed accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Performed general office duties, such as filing, answering telephones, and handling routine correspondence.
- Reviewed time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verified attendance, hours worked, and pay adjustments, and post information onto designated records.
- Inventoried and ordered materials, supplies, and services.
- Operated electronic mail systems and coordinate the flow of information, internally or with other organizations.

## **EDUCATION & TRAINING:**

*BA Certification – 1500 Hour Course*

*Perfect Attendance, High Average, High Honors*

Cheryl Fell's School of Business, Niagara Falls, NY