bartequa blackmon

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# Experience

**Accountant**

**Liberty Tax, Albemarle, NC**

2018 - Present

* Prepared payroll, tax returns and other services.
* Perform account reconciliations.
* Analyze financial statements.
* Addresses customer needs.

**Assistant Manager**

**Wadesboro, IGA Inc.**

2015 – 2017

* Assist the general manager as directed.
* Hire, train, schedule and manage employees in daily tasks.
* Develop good customer relationships and address customers service needs.
* Manage purchasing, inventory, maintenance, and other operational functions.
* Liaise between manager, customer, and employees

**Account Receivable Specialist**

**CMH Flooring, Wadesboro, NC.**

2012 - 2014

* Maintain the billing system
* Generate invoices and account statements
* Perform accounts reconciliations
* Maintain account receivable files and records.
* Produce monthly financial and management reports

# Education

**Southern New Hampshire University**  Manchester, New Hampshire

Master of Science in Accounting with a concentration of Forensic Accounting May 1, 2020

**Southern New Hampshire University** Manchester, New Hampshire

Bachelor of Science in Accounting April 1, 2018

**South Piedmont Community College.** Polkton, North Carolina

Associate of Science in Accounting December 13, 2013

# Awards and Acknowledgements

* Employee of the Year 2013, 2015, 2016 and 2017.
* Member, National Association of Collegial Scholar
* Mentor, youth of the Liberian Community in Charlotte.