

Amanda Billings

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ACCOUNTING MANAGER

Highly organized and diligent professional drawing upon ten years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

-SKILLS -

- Bookkeeping: AP, AR, Account Reconciliations, Payroll
 - Oral and Written Communications
 - Federal and State Tax Preparation
 - Office Administration
 - Positive Teamwork and Collaboration
 - QuickBooks and Microsoft Office Suite
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PROFESSIONAL EXPERIENCE

Barclay Professional Accounting Services, Inc., Milltown, MA

Practice Manager (October 2018 – Present)

Handle and optimize all administrative operations for 7-physician medical practice. Scope of responsibilities includes: accounts receivable / payable, accounting, budget review, and preparation of financials for CPA. *Selected Contributions:*

- ◇ Eliminated backlog in financial reporting responsibilities within **25 days of initial hiring**.
- ◇ Successfully project-managed acquisition and installation of state-of-the-art healthcare billing software that reduced errors **by 30%**.

Reddington Hardware, Wellington, MA

Accountant (August 2012 – October 2018)

Skillfully performed all office accounting tasks for small hardware store. Gathered and analyzed financial data, and processed accounts payable, accounts receivable, and payroll for workforce of 35 personnel. *Selected Contributions:*

- ◇ Created monthly and annual budget and forecast reports that contributed to a **5% decrease in annual expenditures**.
 - ◇ Migrated accounting system to a new software provider and integrated all accounting, bookkeeping, tax, and payroll functions into the new system.
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EDUCATION & CREDENTIALS

Vermont State College, Rutland, VT
Bachelor of Science in Accounting
Graduated Magna cum Laude