

## **Pamela D. Reding**

206 Benita Drive

Florence, AL 35634

Phone: 256-762-0290

E-mail: pam.reding@aol.com

### **Objectives**

To obtain a responsible and challenging position that will utilize the skills that I possess, expand my knowledge, and offer opportunities for personal and professional growth.

### **Education**

**University of North Alabama, Florence, AL** B.S. in Accounting (December 1985)

**Lawrence County High School, Lawrenceburg, TN** (May 1982)

### **Experience**

**Accountant** (6/2017 – 4/2022)

Pierce & Allred Construction Co., Inc., Acclaim Solutions, LLC. (Florence, AL)

**Accountant** (10/2012 – 6/2017)

Kaiser Aluminum (Florence, AL)

**Accountant** (08/2001 – 2-2012)

NAI, Inc. DBA North Alabama Insurance (Florence, AL)

**Financial Secretary** (04/2000 – 05/2001)

Mt. Pisgah Baptist Church (Cropwell, AL)

**Payroll/Accounts Payable** (10/1998 – 04/1999)

The Village at Cook Springs (Cook Springs, AL)

**Financial Secretary** (04/1995 – 10/1998)

Highland United Methodist Church (Birmingham, AL)

**Office Manager/Bookkeeper** (03/1991 – 11/1994)

Custom Erectors, A Division of Bigbee Steel (Muscle Shoals, AL)

**Payroll/Billing/General Ledger Bookkeeper** (02/1989 – 03/1991)

Cates & Puckett Construction Company (Muscle Shoals, AL)

**Payroll/Accounts Payable Bookkeeper** (02/1986 – 02/1989)

Promar, Inc. (Albertville, AL)

**Data Entry Clerk** (05/1986 – 08/1986)

ANCO, Inc. (Florence, AL)

### **Skills**

Accounts Payable, Accounts Receivable, Payroll, General Ledger, Journal Entry

Loan Processing, Payment Processing, Collections, Customer Service

Experience using Microsoft Excel, Word, Outlook, The Loan Office, Sage and several other specialized accounting software programs

