

Professional Experience

Manager, Accounting at Planned Parenthood Federation of America, Inc.

New York, NY – April 2019 - Present

- Train and manage an accounts payable team of three accountants
- Review year-end account reconciliations for accuracy and completion
- Book correcting General Ledger entries in preparation of year-end close
- Collaborate with CFO and departmental managers in the documentation and maintenance of Finance policies
- Review and approve high-dollar (\$20,000+) invoices for payment
- Streamline Accounts Payable processes by keeping up-to-date on available tools such as mail merge, Microsoft Excel, Google Suite, and ASC contracts management system
- Ensure timely payment of 12,000+ invoices per year processed by Accounts Payable team
- Work with finance consultants (KPMG, BDO) in the preparation of 1099, 1042, and unclaimed property filings
- Review and collate Accounts Payable documentation during annual year-end audit
- Adhere to strict weekly, monthly, quarterly, and yearly internal and government deadlines
- Provide exceptional customer service to national office staff, business partners, and affiliate Finance teams
- Overhauled the Accounts Payable submission process in order to solve multiple customer and Finance pain-points
- Oversaw the seamless transition to a remote working environment including implementation of an electronic workflow and digital filing system
- Assisted System Administrator and Assistant Controller in overseeing user testing of Sage X3 v.11 during a Finance system upgrade; this included tracking user testing, compiling feedback, and working with external systems consultants to implement corrections and system improvements

Accounting Manager at Dorilton Capital Management, LLC

New York, NY – November 2018 - April 2019

- Recorded all daily Accounts Payable and Accounts Receivable transactions
- Prepared quarterly billings for portfolio companies
- Created year-end and month-end accruals and fixed asset adjusting entries
- Reconciled balance sheet and bank accounts at year-end close
- Reconciled company AMEX accounts and approved employee expense reports via Concur expense platform

Manager, Accounting at Planned Parenthood Federation of America, Inc.

New York, NY – March 2013 - November 2018

- *See current employment, above*
- *Accounts Payable Accountant through 2017*

Skills and Fluencies

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| • Windows and Mac OS | • Sage X3 | • Google Suite |
| • Microsoft Office Suite | • Sage Enterprise Intelligence | • Strong interpersonal and customer service skills |
| • MicroStrategy Office | • Microsoft GP | |

Education

- Bachelor of Secondary Education with a Focus in English and Communications
- The Pennsylvania State University (May 2011)