

Jenny Molina

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PROFESSIONAL EXPERIENCE

BMO Capital Markets; New York, NY

2018-

Present

Senior Financial Analyst (*Working Remotely from Dacula, GA*)

- Prepare daily bank reconciliations and ensure all Capital Markets Corp accounts are fully funded and all intra-day cash are recorded to general ledger at end of day.
- Post daily and monthly adjustments related to securitization fees, trade adjustments, capital contributions, medical and insurance benefits.
- Post and upload daily and month end journal entries.
- Reconcile GL Balance sheet accounts with supporting documentation.
- Perform variance analysis for options commissions, pension/benefits, subleases, and fixed assets.
- Support monthly, quarterly and annual financial close.
- Remain available for any ad hoc reporting.

KGS Alpha Capital Markets; New York, NY

2014

- 2018

Accounts Payable Supervisor (*Company was acquired by **BMO Capital Markets***)

- Reporting to the CFO, supervise a team of 1-2 responsible for accounts payable, travel and expenses
- Prepare, post, and reconcile standard monthly closing journal entries for financial statements, accruals, expense allocation, and prepaid expenses
- Proactively interacts with employees on matters related to Concur system.
- Concur administrator, create Concur accounts for new hires and provide training on Concur system and T&E policy.
- Perform Concur expense reporting for invoices and T&E
- Responsible for annual 1099 and 1042S reporting
- Maintain company wide policies and procedures for accounts payable, travel and expenses
- Prepare quarterly rent tax filing
- Provide documentation needed for internal and external audit requests
- Responsible for overseeing the day-to-day operations and coordinating the overall workflows of the Accounts Payable team

GFI Management Services; New York, NY

2011-

2013

Accounts Payable Specialist

- Processed payments to all vendors in an accurate and timely manner utilizing Yardi.
- Worked with property managers to ensure proper approval have been obtained prior to processing accounts payable invoices.
- Performed vendor accounts payable reconciliations as needed
- Monitored accounts payable departmental incoming emails on a daily basis.
- Corresponded with vendors and property managers regarding invoices processing status
- Worked with property accountants to ensure invoices are coded properly and paid on time.
- Processed intercompany reimbursements on monthly basis.
- Prepared bank reconciliations and processed deposits on daily basis.
- Updated daily cash balances for certain bank accounts.
- Prepared and uploaded positive pay file to the bank.
- Performed special projects as assigned by Property Controller.

Amsterdam Hospitality; New York, NY

2009

- 20011

Accounts Payable Administrator

- Processed payments to all vendors utilizing Yardi, and retained all supporting documents.
- Reviewed vendor invoices on a monthly basis and ensured proper reconciliation with check registers.
- Investigated erroneous payments and identified subsequent corrections; collected and journalized vendor refunds.
- Ensured all check requests had proper G/L accounts, amounts were accurate and proper approval had been obtained.
- Processed commission for travel agencies through World Hotels and Trust International.
- Investigated outstanding balances and resolved promptly any past due amounts.
- Remained available for any ad hoc reporting.

EDUCATION

Monroe College, Bronx NY *Bachelor in Accounting granted June 2009*

- Intermediate Accounting , Cost Accounting, Managerial Accounting, Advance Spreadsheets
- QuickBooks Pro 2006, Integrated Accounting for Windows

Monroe College, Bronx NY *Associates in Business Technology granted June 2006*

SKILLS

Microsoft Office, Yardi Voyager, QuickBooks, Peachtree, Microsoft Dynamics Great Plains, Automatic Data Processing (ADP), World Hotels and Trust International, Excel, Outlook, Concur SAP, IBM Cognos, Power Point , CODA, SmarProcure, fluent in English and Spanish