

De'ala Edwards

347.366.3167

Snellville,GA

dxavier00@gmail.com

Analytical and result driven accounting analyst with over 6yrs in customer retention and account management, including Accounts Receivable, credit analysis, and reconciliations. Expertise in collaboration with all members of the organization, clients, and vendors through efficient communication. Instrumental in streamlining process improvements to achieve business and financial objectives.

SYSTEMS

Yardi, Concur, SAP, JD Edwards and PeopleSoft

PROFESSIONAL EXPERIENCE

Cortland Partners- Atlanta, GA

November 2017 -

August 2018

Property Management Accounts Payable Accountant (contract)

- Reviewed all payable batches for accuracy and maintain all payable files
- Created monthly financial reports
- Posted monthly debt service payments for properties
- Assisted the Staff Accountants, Property managers and the Director of Operations to facilitate a resolution of past due invoices and payment discrepancies
- Responsible for the accuracy and timely processing of the weekly check run for over 12 entities
- Solely responsible for approving all incoming invoices for discrepancies in YARDI
- Reviewed, entered and processed all incoming check request and expense reports on a weekly basis.

National DCP- Duluth, GA

September 2016 -

September 2017

Sr. Accounts Payable Specialist

- Responsible for timely and accurate payments for corporate and distribution centers
- Key lead on CLC startup project; executed and took ownership of the overall day to day process
- Processed and audited expense reports per internal guidelines manually, and via CONCUR
- Streamlined workflow by implementing time saving processes with cost savings of 30% in Q2-Q4
- Assisted GL team with analysis via deep dive vendor analysis; reduced reclassifications by 50%
- Setup and process of 1099 vendors and assist tax department with yearly reporting
- Coordinated and paid all obligations according to generally accepted accounting policies and procedures which increased vendor discounts
- Audited invoices to assure that vendor charges are accurate and coded to the proper general ledger booking

Accounts Receivable Coordinator

January 2016 -

September 2016

- Responsible for daily activities to support invoicing, billing and collections

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- Created and maintained reputable customer service with the franchisees in various locations
- Worked closely with the Accounts payable and membership team for accurate billing of franchisees
- Implemented key processes to ensure accurate billing while reducing the need for offsets of credit issuance by 75% for franchisees and intercompany bill backs
- Supervised special reports as needed by Dunkin Brand and corporate
- Responsible for data harvesting to process QC Credits for issuance to members
- Scrubbed files for accuracy and uploaded converted files to the SAP platform

CSM Bakery Solutions- Tucker, GA 2013 - January 2016

October

Accounts Receivable Analyst

- Researched outstanding A/R deductions and processed credits/chargebacks/debits
- Obtained award for reducing portfolio by 5% within the first month
- Reviewed credit reports and credit references
- Forecasted incoming cash to be applied weekly; met deadlines for reports and payments
- Participated in the "GO LIVE" for SAP conversion from OLX/AS400 operating system
- Liaison between salesperson, customers and internal departments
- Trained new team members on procedures and policies
- Managed accounts for multiple regions as it relates to open invoices, credit hold and short payments
- Contributed to team development and performance to achieve team and organizational goals

Genuine Auto Parts- Duluth, GA October 2013

June 2013 -

Cash Applications Specialist (contract)

- Conducted research and perform reconciliations on complex transactions in JD EDWARDS
- Solely responsible for the AMEX Credit Cards, IDP and Canadian Credit Card Lockbox
- Analyzed, investigated, researched and corrected accounting entries daily
- Issued refunds to major accounts under supervision of management
- Part of team that reduced the debt from \$24 million to \$11 million for Q4's closing
- Trained colleagues in researching Canadian and US currency for applying payments

Kudzu- Atlanta, GA March 2013

June 2012 -

Accounts Receivable Analyst (contract)

- Posted client payments using, Paymentech, EDI, EFT, ACH & Lockbox
- Solely responsible for preparing and maintaining AR, invoices, & statements to be mailed to customers, collections on past due accounts; Investigation & resolution of misapplied payments
- Processed and verified new client set up, processing of client payments, client billing adjustments, and issuance of checks for payment daily

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- Balanced cash and billing, generated and reconciled related accounting reports
- Worked closely with CFO for month end close and year end closure
- Created monthly collection reports for CFO and collected approximately \$30k monthly
- Worked directly with customers to improve payment processes, retention and relationship enhancements

EDUCATION

Keller Graduate School

Masters of Business Administration
General Management, June 2018

Strayer University

Bachelors of Science- Accounting, March 2010