10575 NW Malia Ln 503-530-9946

Portland, OR 97229 [lori\_connelly@hotmail.com](mailto:lori_connelly@hotmail.com)

**OBJECTIVE**

To obtain a position within Finance where I can utilize my extensive accounting and analytical skills and drive to ensure a company’s success and efficiency.

**SUMMARY**

Experienced professional with an aptitude for analyzing and summarizing complex data. Possess excellent computer and problem solving skills. Adept at understanding the big picture while maintaining a detail-oriented focus. Able to identify linkages between different aspects of a project with the goal of improving processes. Team player with strong organizational and multi-tasking skills.

**PROFESSIONAL EXPERIENCE**

Portland Energy Conservation, Inc. Portland, Oregon 3/05 – 4/10  *A non-profit energy conservation consulting company.*

**Accounting Coordinator**

Responsible for various and changing accounting duties:

* Monthly invoicing and reporting to a variety of PECI clients, each with their own unique set of needs.

Consistent and accurate production of deliverables in a timely manner. Personally responsible for thirteen

programs in various sectors.

* Assist Program Managers and Senior Program Managers with financial monthly deliverables via various tracking databases to ensure budget accuracy.
* Weekly processing of numerous customer incentives and rebates utilizing several different types of software and databases. Provide accurate financial and budget information to program staff and clients.
* Demonstrate ability to learn new processes and databases quickly to assist staff and clients in a fast-paced, evolving business environment.
* Maintain working knowledge of all PECI contracts to ensure accurate budget reporting, as well as overview of client needs.
* Extensive training with Contracts Manager and covered duties for a three month period in 2008.
* Support staff members as needed. Train new employees in accounts payable, receivable, rebate and incentive processing, client invoicing, travel report processing, internal credit card statements, journal entries, client summary statements and various other processes.
* Daily interaction with PECI vendors to maintain friendly working relations as well as customer satisfaction and problem resolution while honoring PECI’s mission statement and non-profit status.
* Review and monitor more complex vendors and develop internal processes for benefit of both Program Managers and PECI clients. Improved various vendor processes and cut process time by 50%.
* Process internal reimbursements for senior level staff and FEA’s. Provide support as needed.
* Assist HR with accounting process of termination of employees. Maintain confidentiality and timely delivery of final paycheck and documentation.
* Assist HR with accounts payable to specific company insurance and worker’s compensation.
* Assist Associate Director of Operations with rental agreements and monthly payments for various office spaces.
* Document processes, procedures, and checklists via advanced spreadsheet development and Loop.
* Developed new check stock for all PECI checkbooks. New stock is 100% post-consumer recycled, non-bleached paper with soy inks, as well as cheaper than previous stock. Worked with trusted Marketing vendor to develop new check stock with PECI branding in mind by using PECI branded colors.

Stewart, Sokol, and Gray LLC. Portland, Oregon 10/01 – 2/05  *A Construction and Design Law Firm.*

**Accounting Assistant**

* Responsible for processing of all accounts payable and client invoicing for a fifteen member Construction and Design law firm.
* Maintained daily entry of invoices and check printing for all accounts payable.
* Processed receipts for all client records. Intense responsibility as client accounts must be accurate and up to date at all times or owning attorney could face disbarment.
* Weekly reporting of client funds to all attorneys.
* Daily reporting of cash balance to Managing Partner.
* Timely assistance to all attorney secretaries for daily financial needs.
* Maintained spreadsheets documenting all of the firm’s assets, such as computers, furniture, etc.
* Ran daily back-up of all databases and software.

Chicago Title Insurance Seattle, Washington 9/00 – 2/01  *A Title Insurance Company.*

**Accounting Assistant**

* Daily processing of accounts payable.
* Daily processing of insurance documents and inter-departmental reporting via Access database.
* Assist accounting manager with customer reporting for NW offices.

Willamette Industries, Inc. Portland, Oregon 3/93 – 12/99  *A Paper Products and Timber Company.*

**Assistant Accounts Payable Manager and Rebill Supervisor**

* Daily supervision of a three member Rebill Team.
* Back-up to Accounts Payable Manager as needed.
* Assist Accounts Payable Manager with personnel issues as needed.
* Completed yearly 1099 reporting.
* Performed month-end closing.
* Prepare month-end reconciliations, research, and journal entries.
* Prepare trade and travel advances for five separate internal departments.
* Monthly bank account reconciliations for four separate financial institutions.
* Review and process Archive invoices.
* Daily approval and releasing of accounts payable batches.
* Prepare and distribute accounts payable reports to various Accountants in timely fashion.
* Train new employees in departmental processes.
* Daily and weekly petty cash review and balancing.
* Monthly verification of cost statements.
* Monthly distribution of direct billing letters and back-up.
* Prepare credit memos to correct accounts and clean up credit balances, refunds, and overpayments.
* Business lead in implementation of systems and system upgrades.

**SKILLS**

* ACCPAC Software (5 yrs)
* Lawson Software (6 yrs)
* Access Database (1 yr)
* Advanced spreadsheet development (Excel)
* Competent with Windows and Microsoft Office Applications
* Report writing (Word, Crystal Reporting)
* Excellent analytical skills
* Excellent written and verbal communication skills
* Experienced customer service skills
* Able to learn software and databases quickly
* Self-starter with strong work values
* Supervisory experience
* Extremely fast 10-key by touch

**PROFESSIONAL REFERENCES**

* **Portland Energy Conservation, Inc.**

**100 SW Main St., Suite 1600, Portland, OR 97204**

**503-248-4636**

* + Marque Remoir, Senior Project Coordinator
  + Stephen Achilles, National Representative
* **Stewart, Sokol, and Gray, LLC**

**2300 SW First Ave., Suite 200, Portland, OR 97201**

**503-221-0699**

* Robert Coleman, Attorney

**PERSONAL REFERENCES**

* Cheryl Dillinger 503-407-7252
* Aliece Gearhart 503-803-8157
* Beth McKinnon 503-248-4636