

## ACCOUNTS PAYABLE, COST & FIXED ASSET ACCOUNTING

### CAREER SUMMARY

Results-driven, degreed accounting professional with over 20 years experience who leverages accounting expertise in consulting, analysis, and operational roles for accounts payable, cost & fixed asset accounting. Addressed accounts payable issues in collaboration with vendors to solve account questions. Identified strategic solutions that resulted in increased efficiencies and process improvements. Implemented accounting system enhancements and inputs data, improving financial operations effectiveness. Conducted training in accounting software and spreadsheet development for accounting personnel. A dynamic and result oriented accountant.

### CRITICAL SKILL SET

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|----------------------------|-------------------------|---------------------------|
| ✓ Accounts Payable         | ✓ Vendor Management     | ✓ 1099 Process            |
| ✓ Month and Year-End Close | ✓ Consultative Services | ✓ Leadership              |
| ✓ Process Improvement      | ✓ Team Management       | ✓ Training/Mentoring      |
| ✓ Cost Accounting          | ✓ Inventory Management  | ✓ Fixed Income Accounting |

### PROFESSIONAL EMPLOYMENT HISTORY

<b>ACCOUNTS PAYABLE COORDINATOR</b>	<b>BTS USA</b>	<b>04/2011-11/2011</b>
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Contracting position reporting to the Controller and Chief Administrative Officer to organize and update the Maconomy ERP with invoice details and proper financial statement codes for this actively traded Swedish Stock Exchange company and support Global Fortune 1000 organizations. Made recommendations for improvement to the consultants and Trained new employees in the use of Maconomy ERP.

- ✓ *Performed full cycle AP functions*
- ✓ *Recommended vendor accounts for payment to Chief Administrative Officer*
- ✓ *Addressed vendor and employee account inquiries*
- ✓ *Reconciled & allocated insurance accounts*

<b>COST ACCOUNTANT/ACCOUNTS PAYABLE ANALYST</b>	<b>Timex Group</b>	<b>10/2005-02/2010</b>
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Acted as a Cost Accountant, later as an Accounts Payable Specialist, and finally an Accounts Payable Analyst for this \$10-\$50M private subsidiary. Performed A/P functions, addressing inquiries from vendors in an accurate and professional manner. Audited all invoices for proper approval and assigned proper G/L codes to all non-PO invoices. Matched inventory items in the system and adjusted the systems standard cost to reconcile to the invoice.

- ✓ *Updated the company's ERP system, Oracle, to include \$108.3M of open PO invoices from Mersey*
- ✓ *Presented the Finance SVP with weekly \$13M+ in open payables for approval to be paid*
- ✓ *Responsible for tracking inventory & assisting Controller in reconciling inventory accounts at month-end and year-end*
- ✓ *Assisted Controller in reconciling purchase price variances account*
- ✓ *Trained 10 department personnel in the use of advanced functions and efficiencies of Microsoft Excel & Oracle ERP*
- ✓ *Compared the Accounts Payable Trial Balance to the Invoice Aging Report, determining what invoices were outstanding & needed to be paid or adjusted*

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**GENERAL ACCOUNTING/FIXED ASSET ACCOUNTANT**

Energy East Corporation

06/2001-06/2004

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Acted as a consultant for fixed asset accounting to Connecticut Natural Gas Corporation, a \$267M natural gas subsidiary of Energy East Corporation. Calculated monthly-accumulated depreciation and performed inventory reconciliations plus ad hoc reports. Performed Staff Accounting Consultant functions for Southern Connecticut Gas Company with \$250M+ natural gas revenue and serving 165K customers in 22 towns throughout Connecticut. Invoiced all reimbursable state and city projects.

- ✓ *Performed updates to the company's Microsoft Access fixed asset database to include \$27M+ of activities for incorporation into the fixed asset ledger*
- ✓ *Designed and executed queries on fixed asset data that showed \$35M of additions and \$8M of retirements*
- ✓ *Posted capital expenditures to the G/L using MIMS accounting software*
- ✓ *Compiled and submitted annual gas regulatory FERC reports and company financial reports to the Department of Public Utilities Commission*
- ✓ *Instructed acquired personnel on handling fixed asset data and performed an account analysis of all inventory accounts*
- ✓ *Interfaced with Connecticut Department of Transportation personnel to resolve billing issues and request an aging report to reconcile to*

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**SENIOR ACCOUNTANT**

Preferred Brands International

05/2000-05/2001

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Acted as a Senior Accountant for manufacturer and distributor of Thai and Indian foods addressing all financial transactions, created financial statements, and monitored all transactions posting into the Peachtree accounting system.

- ✓ *Developed the company's 1st sales budget by developing sales report information that showed sales dollars, quantity by region and product*
- ✓ *Audited and corrected the accounting period to reflect accurate information on all financial statements*
- ✓ *Provided management with accurate, efficient, and user-friendly information by creating a new account, and sales discount, while enhancing a pre-established Balance Sheet, P&L, and Sales Report Summary*
- ✓ *Monitored cash flow for the company through the use of Peachtree reports and online bank accounts*

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**EDUCATION | TRAINING**

Bachelor of Science in Accounting

University of Connecticut, Storrs

Associates of Science in Accounting

Norwalk Community College

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**TECHNOLOGY PROFICIENCIES**

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|-------------------|--------------|-------------------|
| ✓ MS Office Suite | ✓ Peachtree  | ✓ Crystal Reports |
| ✓ MIMS            | ✓ Oracle ERP | ✓ Quicken         |
| ✓ Turbo Tax       | ✓ Peoplesoft | ✓ Maconomy ERP    |