

Deborah A. Guillotte

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Professional Overview

Organized, trustworthy individual with an extensive background in the accounting area.

Summary of Skills

- Attention to detail, accuracy with figures and trustworthiness.
- Knowledge of Windows, Microsoft Word operation system and Excel Spreadsheet.
- Ability to establish and maintain effective relationships with other management staff, employees and the general public.
- Can present facts and recommendations effectively in oral and written form.
- Can multi-task and maintain organization in a fast paced, changing environment.
- Create and maintain highest levels of confidentiality when dealing with proprietary information and sensitive situations.
- Dependable and conscientious, planning workload to ensure completion of deadlines.
- Good with taking direction from several individuals.

Work Experience

Assistant Accounting Administrator

July 2003 to August 2011

Mahoney & Associates, Springfield, MA

Code payables, provide breakdowns on specific expense accounts to accounting manager. Responsible for W-9 file, gathering general ledger information for 1099's and assist with distribution. Code check statements, post cash receipts and make bank deposits. Post commissions, track missing, incorrect and past due commission payments. Prepare client invoices and maintain accounts receivable reports for management. Maintain active client list and records for all clients, updating carrier information as needed.

Accounts Payable Bookkeeper

September 1999 to November 2002

YWCA, Springfield, MA

Process and code invoices from various programs, prepare aging for check run, print checks. Verify all travel sheets, employee reimbursements, enter data. Bank reconciliation, monthly reconciliation of accounts payable with the general ledger. Reconcile petty cash accounts, and maintain 1099 accounts.

Accounts Payable Clerk

September 1988 to March 1996

FOUNTAIN PLATING, West Springfield, MA

Matching and vouchering invoices, inputting into computer. Prepare aging for check run, print checks. Bank reconciliation. Run months end sales and inventory reports. Prepare financial statements, distribute petty cash. Deposits, post checks and made calls for credit references. Processed requisitions, obtain pricing and order supplies for all departments. Inventory control, adjust prices and quantities.

Senior Accounts Payable Clerk

June 1984 to September 1988

TRANS ADVO/ADVO SYSTEM, Hartford, CT

Process and approve payables for payment through the vouchering system. Process and review client billing, generating weekly and monthly sales reports. Application and recording of receivables incorporated with credit and collections to update the trail balance. Responsible for the updating and general maintenance of all insurance policies.