

Klity Joseph

122 Wildflower Road

Home: (860) 461-2617

East Hartford, CT 06118

KlityJ@Yahoo.com

OBJECTIVE

To utilize years of Accounting, Supervisory and Customer Service Skills in a challenging position offering opportunities for advancement.

SKILLS

- Microsoft Office
- Outlook
- PowerPoint
- Bank of America Accounting Applications
- Excel

PROFESSIONAL EXPERIENCE

Bank of America ATM & Teller Cash ULZ Dept. ATM & Teller Cash Analyst

**East Hartford, CT
2007-2011**

- Research and analyze electronic payments
- Research misapplied funds ,process adjustments
- Research all out of Balance transactions in Banking center
- Research all Teller UTD'S
- Research All ATM checks and cash.
- Process customer out balance adjustments.
- Order checks from Bulk Site.
- Research any systems rejections.
- Corresponds with Banking Centers and other Business Partners.

Bank of America Business Capital Accounting Specialist

**Glastonbury, CT
2000 - 2007**

- Perform cash reconciliation on internal and external loan accounts.
- Post general ledger entries and daily cash receipts.
- Responsibilities include A/R, A/P, and posting of wire transfers.
- Analyze and calculate interest on various loan accounts.
- Research and resolve all cash/ledger discrepancies.
- Process wire transfer & ACH processing.
- Review and audit travel and expense report.
- Prepare end of month reports.

American Airlines – Sales Representative

**Hartford, CT
1999 - 2000**

- Prepared travel packages based on criteria submitted by customers.
- Serviced customer inquiries in a timely manner.
- Able to work independently or in a team oriented environment.

Walker's Trading Agency – Assistant Manager

**Antigua, W.I
1992 - 1999**

- Implemented procedures which resulted in a 20% increase in customer satisfaction.
- Scheduled travel arrangements for associates and completed travel & expense audits.
- Prepared monthly operating reports.
- Post general ledger entries and daily cash receipts.

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Yepton Beach Resort

Antigua, W.I

1988- 1992

- Managed a staff of 30 employees and prepared payroll.
- Enhanced organization and efficiency by developing new policies and procedures.