LINDA ANN SANTERRE

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**SENIOR ACCOUNTANT**

Experienced Corporate Accountant in the Financial Services industry. Proven track record of delivering results and building strong client relationships. Superior technical skills in Accounts Payable, Accounts Receivable & Financial Reporting . Strong work ethic, ability to multi-task & adaptable to change. Learns new concepts quickly; process minded with an eye for continuous improvement.

PROFESSIONAL EXPERIENCE

**The Hartford Financial Services Group, Inc.** Hartford, CT 1985-present

**(1998-present) Work as the Senior Accountant for Corporate Controllers with the following responsibilities:**

* Selected as unit leader which included monitoring vacation schedules, morning batch count, daily work direction, employee training and providing daily guidance.
* Analyze and maintain the monthly credit report and work with vendors in the collection of proper refunds. Follow up with any delinquent accounts.
* Controlled invoice rejections on a daily basis. Included open communication with customers, knowledge of ARIBA, collections and re-submitting new invoices in a timely manner.
* Responsibility of our largest telecommunication vendor. Processing of daily EDI files, file balancing, collections, vendor communication, weekly meetings and invoice corrections.
* Responsible for invoice processing.
* Strong analytical skills
* Maintains general ledger accounts
* Assist in month end closing/year end closing.
* Prepare monthly account reconciliations to ensure monthly accounts balance.
* Prepare journal entries for supplies being purchased

**(1992-1997) Worked as an Associate Insurance Accountant for Accounts Payable, Corporate Controllers with the following responsibilities:**

* Ensured that leases within the Oracle system are processed monthly.
* Analyze and monitor monthly reports which shows proper account balances.
* Provide guidance as unit leader to other unit members.
* Be knowledgeable of the Hartford’s ledger accounts related to capitalization and expense guidelines.
* Understanding the operation of Maintenance within the Oracle system, including processing new Maintenance accounts and vendor account collections.
* Open communication with all lease/maintenance vendors in relation to their contracts.
* Responsible for the collection of payments in all maintenance/lease accounts.

**(1989-1992) Worked as a Senior Financial Analyst in Accounting, Corporate Controllers with the following responsibilities:**

* Maintain IMIS inventory with regards to computer equipment billing for monthly revenue.
* Produce various reports through the inventory function based on customer needs and requests.
* Payment of invoices in regards to purchase and software and hardware.
* Monitor software and hardware monthly invoices, contracts, collections and process of payments.
* Responsible for monthly lease/maintenance schedules.
* Perform analysis in regards to Accounts Payable/Receivable.
* Complete audits timely.
* Reports and analyzes all inventory quarterly and yearly.

**(1987-1989) Worked as a secretary for the Contract Department.**

* Secretarial duties included typing contracts**.**
* Familiarity and understanding of basic contract components.
* Answering telephones & setting up meeting for 6 associates.
* Responsible for helping the Accounting Dept. with year end balancing.
* Processing of monthly lease accounts.
* Preparing and filing service documentation.

**EDUCATION**

Newington High School

Diploma

**SOFTWARE/SYSTEM APPLICATIONS**

Proficient with the following software applications:

* PeopleSoft
* Argis
* ARIBA
* Microsoft Office Suite: Word, Excel, Outlook, Sharepoint
* Viewstar
* Lotus Sametime
* Oracle