**Suzelle Francois**

180 Suncrest Road

Norwalk, CT 06854

203 505-6294 (h)

203 803 8985 (c)

suzelledn@yahoo.com

**SUMMARY**

Over eighteen years of professional business experience that provided the necessary results to accomplish a multitude of tasks in support of Accounts Payable. Highly organized, hardworking, dedicated, with great organizational skills that help maintain that the daily work flow runs efficiently.

**QUALIFICATIONS**    
*Full process A/P – including:*

* + - * T&E auditing / reconciliation for over 300 employees
* Edit, code expenses into Oracle, create batch log daily
* Research, review payment for approximately 400 expenses via checks and direct deposit
* Reconcile vendor statements and invoice discrepancies
* Process check runs, voids, stop payments
* Preparation of wire transfers, bank reconciliations
* Journal Entry / Maintenance of bank transfer foreign drafts
* Preparation of per diem report quarterly for payroll
* Transmit data to ADP electronically
* Enter transactions to assure proper application into Oracle
* Preparation of 1099s

**SKILLS**

Oracle, ADP, Excel, Word, Outlook, Concur Expense system

**WORK HISTORY**

**Petro Inc, Stamford, CT A/P analyst 11/2009- 1/2010**

**BWP (CARQUEST) AP COORDINATOR 6/2010 to present**

CitationShares, Greenwich, CT A/P Analyst 09/2004 – 01/2009

Howard System, Stamford, CT A/P Coordinator 07/2000 – 12/2003

Mormac Marine Group, Stamford CT A/P Clerk 2/1990 – 3/2000

Education: Norwalk community college

Computer Programming Institute (CPI)