|  |
| --- |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Alicity S McKnight  203-507-0854  1581 Ella T Grasso Blvd  New Haven, CT 06511  Alis0718@comcast.net |  |

Enterprising, hard-working, and skilled Accounts Receivables Analyst known for accuracy, attention to detail and timeliness in A/R functions for diverse-industry employers. A/R career spans years of experience in manufacturing, retail, and banking as well as proficiencies in MS Office Suite, Excel, Ten key calculator by touch, Visual manufacturing, Fundware, QuickBooks and Service CEO.

Education

Lincoln Culinary Institute |International Baking and Pastry

University of Phoenix | Accounting

Experience

8/11/2010 - Present | Accounts Receivables Specialist

Community Renewal Team| Hartford, CT

The financial cash management for a variety of CRT programs, including daily deposits, coding and posting all cash receipts to general ledger. Code and post all cash receipt deposits to general budget ledger, collect and evaluate all incoming deposit items, including event ticket revenue, verify/review all outside deposits, including EFT and off-site transactions. Prepare bank deposits to be deposited into specific banks per Senior Accountant’s direction, create source documents and post accounts receivable to financial system. Bill funders, clients, and employees, including non-sufficient funds fees and provide substantiating reports to funders, as required.

3/8/2010 – 8/11/2011 | Accounts Receivables Collections Temp

J Morrissey & Company| Windsor, CT

(Assignment Community Renewal Team, Hartford)

Research payment and invoice discrepancies between QuickBooks and American Fundware to balance the A/R.

Contact fund representatives for payments

Assist in the monthly closing of funds

Data entry

Filing

02/19/2007 - 10/23/2009 | Accounts Receivables Analyst

Thermospas Inc | Wallingford, CT

Posting of A/R cash application receipts, refunds, credit card payments and adjustments to the general ledger for Service CEO and Visual manufacturing daily.

Reconciliation of all customer payments and vendor refunds to deposit account.

General ledger entries of customer payments and vendor refunds

Cash application of 25 to 50 checks per day into Visual manufacturing

of all customer payments and vendor refunds. Cash application of 50 to 75 checks into Service CEO three times a week as well as lumps sum subcontractor checks once a week with over 150 line item customer payments.

Research payment discrepancies

Bank Deposit preparation of all customer payments and vendor refunds

Billing/Invoicing-Verifying payment of orders, printing invoicing, sending out billing, and contacting customers for payment of current and past due invoices.

Customer service -which included directing calls, customer order issues, refunds, and customer resolution via email, phone, or internet daily.

Credit card dispute resolution-Working with customers and credit card companies to settle any issues or dissatisfaction.

Work with production floor/shipping department for any urgent customer issues and or shipping matters.

RMA refunds and replacements- insure that process is complete and replacements where shipped. Follow up with customer to insure receipt of refund and/or replacement.

Filing

10/1/2006 – 02/19/2007 | Accounts Receivables/Payables Assistant

Account Temps | New Haven, CT

Data entry which included payment of invoices, proofing of checks, and working with the purchasing department to verify the receipt of merchandise.

Verify all purchase orders are received and inventory is accurate

Filing paid invoice with copy of payment

Answer phones/Customer service -Communication with outside vendors on status of payments.

Research payments and invoice discrepancies

08/2004-09/2006 | Customer Service Teller

Wachovia Bank | West Haven, CT

Cash flow control

Customer service

Data Entry of all cash sales and receipts

Filing Accounts

Reconciling and balancing daily deposits

6/2001-5/2005 | Accounts payables Part-time

Taylor Refuse and Recycling | New Haven, CT

Sorting invoices into pay schedules

Setting up pay schedules for new vendors

Coding, batching, and paying invoices on a monthly basis

Filing paid invoice with copy of payment

Answer phones

11/2003-08/2004 | Assistant Manager

Dots Clothing Apparel| Derby, CT

Customer Service and sales

Coding and entering new items in the system for sale

Nightly bank deposits

Opening and closing store

Managing up to 4 sales associates at a time

Allocation of daily duties to each sales associate

**Skills**

Excel

MS Word

Ten key calculator by touch

QuickBooks

Visual manufacturing

Service CEO

FundWare