**Candyce C. Bannish**

**23 Willow Brook Road**

**Bristol, CT 06010**

[**ccmalo@sbcglobal.net**](mailto:ccmalo@sbcglobal.net)

**C (860) 794-3755**

**A professional with lifetime experience in accounting and insurance. A team player and problem-solver eager to explore new opportunities and grow as a professional.**

**EXPERIENCE**

***Bookkeeper, January 2011 to December 2011***

Calco Construction and Development, Inc., Forestville, CT

* Full Charge A/P
* A/R, Billing, Collection, Phones, mail, customer service
* Responsible for leases, new home sales contracts and spec docs
* Bank reconciliations and bank deposits, cash management
* Quickbooks Payroll

***DME Claim processor, June 2010 to January 2011***

Carecentrix, East Hartford, CT

* Process durable medical goods claims and ATG claims for payment.
* Production environment, consistently met quality, financial and numerical metrics.

***Junior Accountant, July 2008 to June 2009***

Integrated Physicians Management Services, East Hartford, CT

* Cash Management of six (6) clients, Billing and collection of fifteen (15) other clients
* A/P, A/R, 1099
* ADP Payroll

***Accounts Payable Clerk, October 2007 to July 2008***

Bristol Hospital, Bristol, CT

* Coding and entering of high volume accounts payable invoices.
* Filing. Various projects as assigned by management.

***Adjustment Claim processor, December 2001 to June 2006***

Cigna, Bristol, CT

* Process medical goods claims for payment per guidelines
* Production environment, consistently met quality, financial and numerical metrics

***Accounting Assistant, October 1997 to July 1999***

Peck Spring Corporation, Plainville, CT

* A/P, A/R, 1099
* Billing, Collection

***Accounts Payable Clerk, March 1991 to November 1995***

Goodrich Pump & Engine (formerly Chandler Evans)

* Coding and entering of high volume accounts payable invoices.
* Various projects as assigned by management

**Education**

Associates in Science – Accounting, Tunxis Community College 1993

**ADDITIONAL DATA**

**Computer Skills:** Word, Excel, Microsoft Office Package, QuickBooks, People Soft, Sage MIP, Munis,

Other industry-specific software

**Equipment Operating Experience:** Fax, Scanners, Calculators,