Maria Imbimbo

55 Highland Avenue • Shelton, CT 06484 • (203) 924-4095 • [m.imbimbo@att.net](mailto:m.imbimbo@att.net)

## ACCOUNTING CLERK / TAX PREPARER

**PROFILE**

Over ten years experience performing financial functions in corporate, small business, and manufacturing industries. Experienced and detail-oriented with proven ability to perform a broad range of functions quickly and accurately in fast-paced environments. Execute general administrative duties in order to track and maintain organized information for a department and support the company. Check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Team player, highly organized, motivated, reliable and flexible. Bilingual (English and Italian). Consistent track record in providing excellent customer service.

#### CORE COMPETENCIES

|  |  |  |
| --- | --- | --- |
| Accounts Payable | Tax Preparation | Accounting |
| Payroll | Schedule C | * QuickBooks |
| * 1040 A | * MS Excel | * Problem-Solving |
| * Oracle/PeopleSoft | * MS Word | * Detail-Oriented |
| * Microsoft Outlook | * Invoicing | * Internet Savvy |

# PROFESSIONAL EXPERIENCE

Merritt Staffing, Trumbull, CT 2012

**Accounts Payable Clerk**

Placed The United Illuminating Company in New Haven, CT.

* Posted over 100 invoices daily for UI & UIL utilizing PeopleSoft
* Reviewed line item budget to insure sufficient funds were available for invoice payments
* Confirmed invoice amounts & recorded voucher numbers; submitted results to requisitioner
* Categorized mail & confirmed date of receipt; copied & filed all documents
* Managed open & paid accounts payable files

H&R Block, Shelton, CT 2002-Present

***Tax Specialist***

* Prepare Federal and State Income Tax Returns for individuals and/or small businesses
* Maintain annual loyal customer base of 100 clients from providing outstanding customer service
* Resolve inquiries from IRS and other tax authorities

AAIS Corp./Pike Falls Corp**.,** West Haven, CT 2004-2009

###### Accounts Payable Clerk

* *Saved company 15% in expenses* through accuracy and attention to detail
* Coded and posted invoices for AAIS, Pike Falls, and Rest Tech Corp. using Quick Books
* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper coding
* Established and maintained vendor rapport

Maria Imbimbo, Page 2

Parallax Power Components, Bridgeport, CT 1999-2003

***Accounts Payable***

* Managed 300 accounts per week
* Controlled all function and payroll administrative
* Managed mail service and ordered office supplies

Acme United Corporation, Fairfield, CT 1978-1998

***Accounts Payroll Coordinator***

### Progressively promoted from various positions, commencing with Production Operator

**EDUCATION & CERTIFICATION**

Training Direct, Bridgeport, CT 2010

***Certificate*, *Medical Billing & Coding***

Housatonic Community College, Bridgeport, CT 2000

***Associates of Science,*** *Accounting*