**DONNA HANSEN SANTORO**

**116 Cream Pot Road**

**Durham, Connecticut 06422**

**(860) 349-0178**

**PROFESSIONAL EXPERIENCE**:

POTTERS LANDSCAPING COMPANY - Stamford, CT. 2010 – Present

Accountant - Commercial & Residential Accounts – Receivables / Payables .and Payroll.

Schedule crew and maintenance on equipment and vehicles.

*PROLIANCE INTERNATIONAL INC / VISTA PRO AUTOMOTIVE - New Haven, CT.* 2007 – 2010

Accountant – Treasury Department.

Implemented and maintained Received On Account system (ROA system) for all 96 branch locations.

Daily Bank Reporting on Debits and Credits for various bank accounts for Branch Operations and Corporate Bank Accounts.

Reconciliation of Merchant Service Credit Card transactions for 96 branches.

Forecast Payroll and borrowing amount from lending institution, based on deposits, disbursements, wires and drafts.

Set up and initiate all wires to customers.

ROBERT HALF / ACCOUNTEMPS – Temporary Placement Agency. New Haven, CT. 2001 – 2007

Long Term Temporary Accounting Positions held with the following companies:

CASEY FAMILY SERVICES – New Haven, CT.

Accountant – Accounting Department

Tie out/Book Receipts Wire Transfers with Record of Deposits for Divisions.

Perform monthly closings, including all related entries.

Reconciliation of Operating, Payroll and Flexible Spending Account.

Allocate Medical and Retirement Plan Expenditures to appropriate Departments/Divisions.

Maintain Certificate of Liabilities.

DELIA ASSOCIATES – Wallingford, CT.

Accountant – Accounts Receivable Department

Reconcile Receivable account balances between display, parts and appliance accounts.

Approve and release Purchase Orders.

Tie out/reconcile bank statements for divisions.

LANE CONSTRUCTION – Meriden, CT

Accountant – Accounting Department

Reconciliation of Bank Statements.

ENTHONE INC. – West Haven, CT

Senior Accountant – Accounting Department

Bill Inter company activity to Enthone units (world wide).

Prepare Journal Entries and reports for Worldwide Month End close (Commissions, Fees Benefits & Insurance).

HOWMET TURBINE COMPONENTS-ALCOA CORPORATION. – Branford, CT

Accountant – Accounting Department

Daily Maintenance of Labor Transaction entries and Labor Distribution (RFMS - Dejawint System)

Input weekly Payroll entries (IBM Masterpiece) Accounting System.

Research variances between Total Labor Hours vs. Total Pay Hours

Post/Reconcile Monthly transactions into Ledger. Tie with Intercompany A/R and A/P accounts.

Compile data for monthly reports: Fixed Budget - Cost of Sales, Repair - Rework Costs, Tooling and Maintenance. charges.

Update/Input Material Standard Costs.

Coordinate / Acquire and input documentation relevant to HTCC'S upcoming Self-Assessment Audit.

INDEPENDENT WAREHOUSE DISTRIBUTORS–AUTOPRIDE. – New Haven, CT

Financial Assistant – Finance Department

Investigate account balance transfers from previous accounting system to Peachtree.

Reconciled transactions incorrectly posted to various accounts to reflect true account balances.

VION PHARMACEUTICALS. – New Haven, CT. 2000 - 2001

Accountant - Quality Assurance/Regulatory Affairs Department.

Verify/Tie Laboratory Chromagraphic experiment reports with technician data per test performance.

Assist in compiling necessary documents for The Food and Drug Administration approval.

Tie/Post Payables/Receivables.

Process Cash Receipts and Payroll Check runs through Peachtree.

Balancing of Bank Statements.

NEW HAVEN REGISTER. – New Haven, CT. 2003-2004

Accounting Coordinator/Purchasing Agent -

Input standard costs into Paradox System.

Input/Reconcile Perpetual vs. Actual inventory received in.

Analyze and report on sources of Newsprint Consumption.

Place orders for New Haven Register and field locations.

Journal entries for Stock and Purchase Order requests.

CDS, LLC CONSTRUCTION DEVELOPMENT SERVICES, INC. – New Haven, CT. 2000– 2002

Cost Accountant – Cost Accounting Department

Post/Reconcile Invoices /Payment Requisitions for payment to Suppliers/Owners.

Update and Report level of coverage of, Certificates of Liability Insurance.

Prepare monthly costs report pertaining to each project/contractor and subcontractor.

Regulate Budgeted and Actual figures into Cost Worksheet for each project.

Implement/Report on Certified Payroll information of Contractors and Sub Contractors. Via Charts.

Collect and Monitor State project site reports: Certified Payroll.

TELECO OILFIED SERVICES, INC. – Meriden, CT. 1990 - 1992

Cost Accountant. - Cost and Asset Management Department.

Tracking Analysis of movement of Capital Inventory by Project/Facility.

Invoicing of Overseas & Domestic receipts/shipments.

Reporting of Monthly Shipments & Stock balances.

Reconcile Accounts and Projects.

PITNEY BOWES. – Stamford, CT. 1985 - 1990

Cost Accountant - Manufacturing Cost & Analysis Department.

Compilation and processing of information regarding material movements in order to generate statements for use in monthly reporting.

Submit respective general ledger entries to maintain relevant account balances.

Purchasing Assistant>Reconciliation Specialist>Clerk Expediter. Purchasing Department.

Determination of Costs, Pricing Analysis, Quality Ratings and Vendor Performance.

Negotiating and placing orders as well as establishing Vendor Scheduling Contractual Agreements.

Maintained Attendance records/Time sheets.

**EDUCATION: SOUTHERN CONNECTICUT STATE UNIVERSITY**. – New Haven, CT.

Bachelor of Science, Business Economics. Program of Study: Accounting, Management, Statistics and Marketing.

**OTHER INFORMATION**:

Computer Skills: Microsoft Office, Works, Lotus, Quantec, Peachtree, IBM-Masterpiece, RFMS-Dejawint, Cimpro, Hyperion, Primavera,

Great Plains. QuickBooks, JD Edwards/AS400.

Real Estate Sales Associate 1992 – 2007

Election Polls – Northford and Durham, Connecticut.

H&R Block Tax Associate 2002 – 2006

**REFERENCES AVAILABLE UPON REQUEST**