**Ronald Heusser**

**107 Douglas Dr.**

**Meriden, CT 06451**

**(203) 509-2046**

**Objective**

To obtain a challenging and rewarding position.

**Summary of Accomplishments**

* Fundamental accounting knowledge.
* Efficient, detail-oriented, highly organized.
* Strong analytical and problem solving skills.
* Proficient in Syteline (an ERP system), Great Plains, QuickBooks, Microsoft Office, Excel, PowerPoint, Windows 95/98/XP, Advantec Payroll Systems, ADP Payroll Systems, ADP Total Source Payroll Systems.

**Experience**

2008 – Present Winchester Electronics

***Accounts Payable/Payroll Supervisor***

* Responsible for payroll processing for over 100 employees including timesheets, payroll reports, and set up new employees on the ADP payroll system.
* Supervising a team of A/P Specialists and A/P Clerks to ensure the processing of 500-750 invoices per week and maintaining an organized filing system.
* Develop detailed A/P reporting for Senior Management, writing new policies and procedures within A/P and payroll to help improve efficiency.
* Reestablishing open communication between A/P and suppliers, extending supplier terms to improve cash flow.
* Maintain Excel spreadsheets, cut checks, initiate wires, post to the general journal and general ledger, and collaborate with the accounting department to update the general ledger, create journal entries for month/year end reporting.
* Oversee a staff of up to 5 employees
* Assist A/R Group with collections and help establish reports used for monthly/weekly reporting.
* Assist in the month end close by helping with journal entries and any other needed functions.
* Perform cost rolls and costs analysis of purchased parts
* Help Convert to an updated ERP system
* Transfer a portion of finance to our Mexico facility by traveling to the location and working hands on with them to establish an A/P, A/R, and Controller position for reporting duties back to Wallingford.

2000-2008 Frank’s Service Station

***Bookkeeper***

* Updated and maintained A/P and A/R.
* Upgraded system from manual to QuickBooks, Excel database, and AutoTracker Software.
* Prepared monthly financial statements and payroll.

**Education**

Naugatuck Valley Community College, Waterbury, CT

Associate of Science, Major, Accounting