**Oneka Matthews**

**7 Steven Street, Apt A**

**West Hartford, CT 06110**

**860-878-9379 teshary23@gmail.com**

**OBJECTIVE**

To develop interpersonal skills and further my knowledge in order to pursue a career in the Accounting and Administrative field in an organization.

**EDUCATION**

Capital Community College, Hartford, CT

-A.S. in Accounting- anticipated graduation June 2012

**WORK EXPERIENCE**

**Accountemps Hartford, CT September 2011- Present**

**Accounts Receivable Clerk (Foley Carrier Services)**

* Receive and verify invoices and requisitions for services
* Verify that transactions comply with financial policies and procedures
* Prepare, verify, and process invoices and coding payment documents
* Prepare batches of invoices for data entry
* Data enter invoices for payment
* Process backup reports after data entry
* Maintain listing of accounts receivable
* Maintain updated vendor files and file number
* Process payment for new clients and existing clients
* Keep accurate filing records of all terminated clients

**Staffmark Windsor, CT July 2009- September 2011**

**Pitney Bowes APS machine operator**

* Manage the daily operation of the APS machine
* Fill out and input all necessary information into computer program
* Manage and lead any assistant that may be assigned to the machine

**Staffmark Windsor, CT June 2010- September 2011**

**Invoicing Clerk**

* Input monthly and weekly invoices into necessary computer programs.
* Do all necessary filing and paper work for all invoices posted.
* Create documents in Microsoft excel for taxing.
* Help with the daily clerical duties as needed

**Guyana Sugar Corporation (Guysuco, Guyana) June 2005-November 2009**

**Junior Bookkeeper**

* Prepare annual statements for private farmer.
* Prepare weekly payroll for private farmers as well as prepare annual retro payment.
* File all documents related to private farmers.
* Meet with private farmers to discuss issues and find solutions to any issues that may be affecting them.
* Prepare sales invoice for all sale of fertilizer sold to private farmers.
* Assist in the posting of budget at the end of the financial period.
* Issue sales invoices for regular sugar customers.
* Handle the daily petty cash of the Estate.
* Update and record all documents related to petty cash.
* Maintain a strict filing record for all invoices, receipt and memos related to petty cash.

**Skills**

* Proficient in Microsoft Excel, Word, Access and PowerPoint
* Strong organizational and verbal skills
* Ability to multi task
* Very adaptable and friendly

**Activities and Awards**

Dean’s List.

References

Available upon request