**SANDRA MAINO**

***4 Williamsburg Drive \* Southington, CT 06489 \* Telephone: (860) 276-9515***

**OBJECTIVE**

To obtain an accounting/management position that will allow me to utilize my technical, communication and organization skills providing me with an opportunity for growth and advancement.

**EDUCATION**

**TUNXIS COMMUNITY COLLEGE –** Farmington, CT

**Associate in Science Degree –** Business Administration/Accounting – Dean’s List – May 2005

**SOUTHINGTON HIGH SCHOOL –** Southington, CT

Business Studies, Honor Roll Student – 1982 Four Years of Advanced Typing – 75 W.P.M. with Accuracy

**PROFESSIONAL EXPERIENCE**

**RESPOND SYSTEMS, INC.,**  Durham, CT **7/05 to present**

***Full Charge Bookkeeper – Office Manager***

* Responsible for all accounts payable and receivables for sales and service of non-prescription health care products
* Keep track of all aging receivables; make collection calls and scan invoices or send statements when necessary
* Prepare deposits from all cash receipts and pay all bills due to vendors on a weekly basis; process weekly payroll
* Receive all EFT payments by e-mail and all credit card transactions for deposit
* Print out reports for every deposit made and for all cash disbursements; reconciliation of bank statement
* Calculate monthly, quarterly, and annual sales tax for six different states we do business with
* All bookkeeping duties performed on QuickBooks Pro 2008 software

**CON-WAY FREIGHT,** Meriden, CT **6/07 to 8/08**

***Billing Specialist/Customer Service Representative***

* Performed all billing duties pertaining to bill of ladings for transportation company
* Provided professional customer service to customers inquiries and needs
* Record all transactions for supplies purchased

**THE SOUTHINGTON JAYCEES,** Southington, CT **5/03 to 9/05**

***Treasurer –*** *(Volunteer Work – The United States Junior Chamber of Commerce – A Non-Profit Organization)*

* Organize and maintain all record keeping for non-profit organization
* Prepare all deposits from donated funds and money raised from various projects

**TENERGY WATER,** New Britain, CT **5/01 to** **10/02**

***Accounts Payable/Receivable Specialist***

* Primary responsible for processing vendor invoices for payment and preparing cash disbursements in a manufacturing co
* Data entry into accounts payable system; code invoices with account numbers according to distribution in the G/L
* Detailed comparison of vendor invoices to purchase orders; reconciliation of bank and vendor statements
* Receives checks and prepare deposit slips; updates and reviews aged receivables for unpaid balances
* Communicates with customers regarding their billing and assists the credit manager with collections

**UNITED STATES POSTAL SERVICE,** Hartford, CT  **1/97 to 3/01**

***Mark-Up Clerk – Automation***

* Coordinate and prepare all incoming mail to be forwarded on automated letter machines and computers for distribution
* Identify different classes of mail for certain endorsements before processing

***Letter Carrier***

* Responsible for the delivery of all classes of mail to customers in professional businesses and residential areas
* Endorsed change of address forms to process through the changing forwarding system for all mail to be forwarded

**THE CONNECTION, Inc.,** Middletown, CT **2/96 to 1/97**

***Accounting Clerk***

* Implemented the electronic processing of all invoices into the accounts payable system
* Monitored, code, and input all invoices received from administrative personnel, review invoices for non-payment of sales tax
* Prepared all checks, reconcile bank and vendor statements, bank deposits, spreadsheets, journal entries, accounts receivable