Pennie Steinberg

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## Career Summary

Experienced business professional with expertise in the areas of **accounting, administration, buying, collections**

and **customer service**. Demonstrated ability to consistently meet and exceed employer expectations in performance.

# *Professional­ Experience*

**JASCO BATTERY – Oxford, CT 2007 to 2010**

**Bookkeeper/Office Manager**

* Full cycle Accounts Payable
* A/R posting and Collections process
* Bank reconciliations
* Process sales orders for invoicing and reporting on a daily basis
* Research A/P invoices and purchase orders for processing and paying
* Process all cash receipts and prepared deposits
* Process all Return Merchandise Authorizations for credit returns
* Handle and process check payments to vendors/Review new sales orders for invoicing
* Prepared all reporting and commission statements for Month End closing

**WALDNERS BUSINESS ENVIORNMENTS – Farmingdale, NY 2006 to 2007**

**A/R Administrator/Billing**

* Process all invoice requests and delivery tickets for Farmingdale and Rye locations
* Process all cash receipts/credit cards received from clients and prepared deposits
* Assist A/R Supervisor with analyzing of order reporting
* Tie out all deposits received on a daily basis entered into the Hedberg system
* Handling of all invoicing functions

###### STANTON CARPET – Syosset, NY 2003 to 2006

###### Accounts Receivable/Billing Specialist

* Processing of daily invoices, audit reports, analyze credits and researched claims
* Constructing of offline billing for customers with additional billing and freight issues
* Adding of freight charges and processing of credit card payments to “pay before delivery” invoicing
* Researching of checks and processing of cash applications
* Responsible for the inputting of a major accounts invoicing into an internet based system

###### ARTEC SYSTEMS GROUP, INC. – Port Washington, NY 1999 to 2003

###### Accounts Receivable Specialist

* Processed and posted deposits/wire transfers in excess of $3M per month
* Offered high levels of customer service acting as a liaison between ARTec and over 50 accounts
* Balanced and maintained general ledger and end of month summaries
* Projected weekly cash receipt forecasts and report findings to CFO and Controller
* Trouble shooting of account related issues

###### ABC CARPET AND HOME, INC. – New York, NY 1989 to 1999

###### Assistant Buyer / Administrative Assistant

* Acted as a liaison between buyers and company personnel in New York, Florida and Long Island stores
* Performed data analysis of inventory to determine purchasing or discontinuation of products
* Troubleshooting of discrepancies in receiving bills for entire chain
* Prepared sales analysis, reported to buyers to determine purchasing needs
* Responsible for training interns and temporary help in the buying department

## Technical Skills

Timberline, Payroll, Microsoft Word, Excel and Outlook, Peachtree Accounting 7.0, QuickBooks, AIA Billing, Traverse Accounting Software, IBM AS/400, Windows 95 through XP, Sage Software, MAS 90 & 200, Act 2006