**SERDRIC ACCEUS, MS**

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**EDUCATION:**

**Southern New Hampshire University,** online **May 2025**

**Masters of Science in Accounting and Finance**

**University of South Florida**, Tampa, FL **May 2018**

**Bachelor's in Interdisciplinary Social Sciences**

**PROFESSIONAL EXPERIENCE:**

**ThreatLocker,** Orlando, FL **October 2024 – Present**

***Accounts Payable Coordinator***

* Assembled, reviewed, and verified invoices and checked requests.
* Flagged and clarified any unusual or questionable invoice items/prices.
* Set invoices up for payment.
* Entered and uploaded invoices into Xero.
* Tracked expenses and processed expense reports.
* Posted transactions to journals, ledgers, and other records.
* Reconciled accounts payable transactions.
* Monitored accounts to ensure payments are up to date.
* Researched and resolved invoice discrepancies and issues.
* Maintained vendor files.
* Corresponded with vendors and responded to inquiries.

**Robert Half,** Saint Petersburg, FL and Orlando, FL **November 2023 – August 2024**

***Staff Accountant/Full Time Engagement Professional***

* Assembled, reviewed, and verified invoices and check requests.
* Worked with the Salvation Army in Saint Petersburg.
* Aided in transition from Great Plains to SAGE
* Provided training to employees on how to utilize SAGE.
* Flagged and clarified any unusual or questionable invoice items/prices.
* Set invoices up for payment.
* Tracked expenses and processed expense reports.
* Posted transactions to journals, ledgers, and other records.
* Reconciled accounts payable transactions.
* Monitored accounts to ensure payments are up to date.
* Researched and resolved invoice discrepancies and issues.
* Researched and resolved discrepancies and issues within accounts.

**Saint Vincent de Paul Cares,** Saint Petersburg, FL **May 2022- November 2023**

***Accountant/Grant Accountant***

* Entered and uploaded journal entries to QuickBooks.
* Posted transactions to ledgers on QuickBooks.
* Review financial information sent in from offices to ensure that they were correct
* Prepared P&Ls and budgets for financial review.
* Communicated with other offices to make sure information is acceptable for auditors.
* Making sure that information from our internal systems is accurate.
* Created a form for A/B testing for future integration into Sage.
* Collaborated closely with team to accomplish TFA approvals for day.
* Reconciled cash and check accounts.
* Monitored accounts to ensure no questionable transactions are occurring – did this quarterly.

**American Veterinary Group,** Tampa, FL(Contract) **November 2021- March 2022**

***Staff Accountant***

* Entered and uploaded journal entries to intuit Sage
* Posted transactions to journals, ledgers, and other records.
* Reconciled cash account, credit card, accrued insurance, prepaid rent and prepaid insurance account.
* Prepare analysis of accounts.
* Researched and resolved discrepancies and issues within accounts.
* Paying for Sales Tax information with the information from 80+ animal hospitals.
* Working with rebates and making sure that they’re posted in the right account.
* Prepared Insurance forms for veterinary doctors.

**Superior Group of Companies**, Seminole, FL(Contract) **April 2021 – November 2021**

***Accounting Clerk***

* Flagged and clarified any unusual or questionable invoice items/prices.
* Entered and uploaded journal entries to SAP
* Tracked expenses and processed expense reports.
* Posted transactions to journals, ledgers, and other records.
* Reconciled cash account, care credit, credit card and other payments accounts.
* Prepare analysis of accounts.
* Researched and resolved discrepancies and issues within accounts.

**Pennock Floral**, Jacksonville, FL **January 2021 – April 2021**

***Accounting Clerk***

* Assembled, reviewed, and verified invoices and checked requests.
* Flagged and clarified any unusual or questionable invoice items/prices.
* Set invoices up for payment.
* Worked on 50-200 invoices a day, up to 1000 in a week.
* Entered and uploaded invoices into AS400.
* Three-way matching of invoices.
* Tracked expenses and processed expense reports.
* Posted transactions to journals, ledgers, and other records.
* Reconciled accounts payable transactions.
* Prepare analysis of accounts.
* Monitored accounts to ensure payments are up to date.
* Researched and resolved invoice discrepancies and issues.
* Maintained vendor files.
* Corresponded with vendors and responded to inquiries.

**COMPUTER SKILLS:**

AS400, Deel, Excel (pivot tables/v-lookups), Python, R, Sage, Quickbooks, SAP, Microsoft Dynamics, Xero.