**Nia Keeling**

Email: NiaKeeling@gmail.com 2901 Lawndale Dr.

281-864-8097 Lancaster, TX 75134

## **PROFILE**

Equipped with a strong work ethic, communication skills and innovative problem-solving. Detail-oriented MSA candidate with experience in managing accounts payable and receivable. Looking for an accounting position that will expand my knowledge and allow growth. Experienced with Quickbooks and Excel.

**EDUCATION**

**Prairie View A&M University,** Prairie View, TX May 2015

Bachelors of Business Administration (BBA)

Accounting

## **PROFESSIONAL EXPERIENCE**

**Excentus,** Dallas, TX September 2017 – March 2018

A*ccounting Coordinator*

* Processed vendor invoices with accurate coding.
* Reviewed and analyzed payroll reports for accuracy.
* Processed contractor payroll by entering hours into Navision.
* Daily invoicing to customers based on prior day reports.
* Set up new vendor accounts.
* Collected on outstanding accounts.
* Prepared detailed aging reports of all past due invoices for management.
* Weekly check run and distribution.
* Assisted with monthly and year end close.

**Status Labs,** Austin, TX May 2017 – August 2017

*Accounting Assistant*

* Ran daily banking reports.
* Received and processed checks via QuickBooks.
* Created a monthly commissions report via Excel.
* Collected on accounts by communicating with responsible parties via phone, email, or mail.
* Prepared and disburses invoices based on the services provided.
* Researched client’s account history when needed.
* Maintained filing of all documents.

**The Boon Group,** Austin, TX November 2015 – April 2017

*Accounting/Billing Specialist*

* Processed premium payments for commercial and government groups.
* Reconciled premium payments to data provided.
* Prepared monthly premium reconciliation report, adjustment report and client check requests.
* Verified eligibility and benefits verification.
* Communicated directly and courteously with clients regarding delinquent accounts.
* Maintained all clients’ reports, spreadsheets, and record of accounts.
* Researched and resolved clients concerns.