**Highlights of Qualifications**

* Advanced user in excel (pivot tables, v-lookup, h-lookup, modeling, macros, if statements, other functions) as well as word, outlook, lotus notes and power point.
* Accounting software experience includes Oracle, Kronos, eRapids, essbase, SAP, JDE, OneSource, PeopleSoft, QuickBooks, Citirx – ACCPAC (Sage)
* Supervise staff to ensure task are completed on time and accurate
* Able to successfully manage multiple tasks and accomplish results driven responsibilities
* Manage workflow processes, train staff, and direct tasks
* Coordinate and delegate work tasks and special projects to staff
* Payroll management using the Kronos timekeeping system
* Proficient in organizing management and employee meetings in a professional manner
* Handle paperwork with organization and efficiency
* Escalations specialist

**Experience**

Homecare Homebase 2014 to present

**Staff Accountant**

* Accurate balance sheet and financial reconciliations
* Ad-Hoc reporting
* Prepare month end accruals
* Preparation of journal entries
* Preparation of monthly, quarterly, and annual account reconciliations
* Regular maintenance and upkeep of informational binders and/or shared drive folders
* Update cash reports daily, including entry into cash spreadsheet
* Generate weekly updates to A/R reporting
* Extensive Corporate Collections
* Adhere to HIPAA policies
* Assure confidential of client agency information
* Oversee Capital Expenditure Expenses
* Accounts Payable / Accounts Receivable Support
  + Generation of weekly cash requirements report from weekly check runs
  + Vendor file maintenance
  + First-level payables account coding
  + Maintain the client billing calendar
  + Ensure timely and accurate generation of all client invoicing

McKesson 2013 to 2014

**Senior Accounting Associate**

* OneSource subject matter expert - works on assignments that are complex in nature where considerable judgment and initiative are required in problem solving and making recommendations
* Prepare month end accruals
* invoice processing
* Escalation level customer service
* P2P - purchase order process management
* Issue resolution of PO processes as well as determine methods and procedures on new assignments
* Participates in continuous process improvement projects and provide guidance to other nonexempt personnel
* Root cause analysis and resolution
* Report analysis to detect invoice issues and provide resolution

Exel, Inc. / DHL Global 2008 to 2012

**Financial Analyst**

* Ad Hoc Reporting
* General Ledger account reconciliation
* Post journal entries
* Process month end accruals
* Supervised a group of (2 Accounting Coordinators, 1 Payroll Coordinator, 1 Purchasing Coordinator)
* Coordinate and supervises the daily and weekly activities that occur within the finance department
* Provides leadership, motivation, training, and development of workforce
* Manages time in Kronos
* Participates in continuous improvement activities as part of the site management team and ensures company policies are followed and site develops positive work culture
* Perform accounts payable functions through the P2P system (Oracle)
* Prepare analysis of various profit/loss items as needed
* Weekly preparation of labor analysis
* Monthly preparation of key performance indicator report
* Research vendor inquiries concerning, past due payments, payment applications, scheduling, billing, errors, and credit balances
* Backup payroll coordinator as needed with uploading payroll, this includes making edits to timecards and finalizing payroll via Kronos
* Oversee daily activity of finance department
* Backup accounting coordinator as need with accounts receivable functions
* Enter high dollar receivable invoices into Oracle system
* Procurement duties include establishing reorders levels and maintaining them for office supplies as well as supplies needed for daily operations

Exel, Inc. /DHL Global 2003 to 2008

**Transportation Analyst**

* Assist transportation manager with daily operations
* Meet budgeted cost and profitability ratios
* Resolve eRapids (transportation management system) issues as necessary
* Verify and review trailer and transaction reports
* Resolve invoicing related issues in a timely manner
* Reconcile driver manifest and prepare payment detail report
* Enter driver invoices into system for payment

**Education**

University of Phoenix Houston, TX

Associates of Applied Science Accounting

University of Phoenix Dallas, TX

Bachelors Business Management

September 19, 2016 end date

South Oak Cliff High School Dallas, TX

Valedictorian

Diploma

**— References Available On Request —**