

# Paula Russo

Hamilton, NJ - Email me on Indeed: [indeed.com/r/Paula-Russo/ba22ef8476ae97ec](https://www.indeed.com/r/Paula-Russo/ba22ef8476ae97ec)

I am seeking to acquire a Business Administrative position with an organization that will benefit from my extensive and diversified experience and skills while contributing to my professional growth

## WORK EXPERIENCE

### **Accounts Payable Manager**

Chilworth Technology, Inc - Princeton, NJ - 2006 to 2016

Oversaw Accounts Payable functions for two corporate locations

- Executed Accounts Payable policies and procedures detrimental to department and staff addressing to resolve both present and anticipated issues and concerns
- Reviewed incoming vendor invoices, travel and expense reports for accuracy ensuring all invoiced items have been received and are priced as per corresponding purchase order
- Assigned general ledger accounts, record journal entries, apply vendor discounts, account analysis, A/P reconciliation
- Selected and scheduled invoices for payment and check processing to meet vendor terms, avoid late charges, uphold good corporate credit
- Consistent vendor contact and follow up responding to all email, phone and written communication to maintain excellent vendor standing

Project Sales Analyst

- Projected corporate monthly sales to preciseness, tracking work in process, maintaining and reviewing multiple analytical reports and continual meetings with engineers and lab technicians
- Reconciled month end sales of completed projects with billing department, confirming accuracy of billable time and hours
- Generated daily and month end Sales Analysis Reports, Bookings Reports for monthly, quarterly and annual corporate review, utilizing multiple Excel spreadsheets and client database

Supervisor Project Sales & Billing

- Administrated preparation and setup of client projects in chemical testing, consultancy, training, seminars
- Facilitated projects ensuring timely completion while addressing to resolve issues as needed
- Oversaw process of monthly billing, collections, cash receipts and deposits
- Maintained appropriate client agreements, contracts, files and documentation
- Trained staff departmental procedures in billing, collections, project preparation, client interaction

### **Accounts Payable Specialist**

Sadat Associates, Inc - Trenton, NJ - 2000 to 2006

- Coordinated with purchasing department and engineers all purchase orders issued to expedite the ordering and payment process
- Received, documented and coded billable and non-billable purchases for invoice processing and general ledger account distribution
- Reviewed, coded and processed for payment all employee travel advances and monthly expense reports
- Processed checks averaging 150 to 200 per month
- Generated monthly, quarterly and annual reports for corporate review
- Communicated with vendors and subcontractors to maintain excellent corporate relations

- Maintained vendor database and spreadsheets for accounts payable performance analysis and account accuracy
- Controlled, organized and updated subcontractor agreements and liability insurance files

### **Purchasing Coordinator / Accounts Payable Coordinator / Medical Records Clerk**

Princeton Orthopaedic Associates, P.A - Princeton, NJ - 1992 to 2000

- Purchased medical and office supplies and operational services for company
- Responsible for placement of printing, advertisement and marketing ad copy
- Assisted in conversion of new purchase order software system
- Maintained purchasing and inventory control systems
- Received invoices for documentation and general ledger coding in preparation for payment
- Processed checks averaging 200 to 300 per month
- Communicated with vendors to maintain excellent corporate relations for both purchasing and accounts payable
- Organized, updated and maintained medical records files

### **EDUCATION**

#### **Associate in Business Accounting and Management**

Middlesex County College - Edison, NJ

### **ADDITIONAL INFORMATION**

#### **SKILLS & ATTRIBUTES**

- Proficient in Excel; Microsoft Word; Accounting Software Systems: MYOB, Acc Pac, MAS 90, Reflections, MCBA
- Continuous learning upgrades in computer applications: A/P, A/R, Purchasing Software Systems; Time Management;
- Outstanding leadership ability both independently and within a group as a team
- Exceptional skills in mentoring; training; writing; organizational techniques
- Strongly valued for maintaining integrity at all levels; high standard of work ethics, corporate loyalty, responsibility, respect, appreciation and professionalism interacting with individuals at all levels: clients, vendors, co-workers and new acquaintances
- Proactive; assertive; aggressive; positive attitude; independent, self-motivated worker; problem solver