

Jenny Sterlein

Carlisle, PA 17015 | 860-670-8233 | jenerationx74@gmail.com | www.linkedin.com/in/jenny-sterlein

Summary

Accounts Payable Administrator with over 15 years of experience reconciling accounts, conducting property tax analyses, and processing expense reports. Highly skilled at data analysis, vendor file maintenance, and internet research. Organized and energetic team player with strong detail orientation and solid problem-solving and communication skills. Adept at collaborating cross-functionally to achieve common objectives.

Professional Experience

CARETTI, INC. – Camp Hill, PA

March 2018 – Present

Accounts Payable Administrator

- Enter invoice information in accounting software, matching to POs and packing slips, vouchering with general ledger code, routing for approval, and cutting and routing checks for signature before mailing.
- Manage vendor files and researched invoice and statement discrepancies.
- Generate monthly reports and assist with month-end closing.

GRIFFIN INDUSTRIAL REALTY – Bloomfield, CT

Sep 2004 – Jan 2018

Accounts Payable Administrator

- Made timely payments to vendors to prevent late fees and maintain positive relationships, matching invoices to POs and packing slips, vouchering with appropriate general ledger code, routing for approval, entering into database, and cutting and routing checks for signature before mailing.
- Maintained vendor files, performed monthly account reconciliations, processed employee expense reports, and reconciled petty cash and credit card statements.
- Analyzed data for budgeting and property taxes, completing annual property tax analysis for 200+ parcels.
- Assisted with internal/external auditor requests, providing supporting documentation.
- Investigated invoice and statement discrepancies.
- Assisted with new vendor setup by requesting W-9 forms and providing accurate address and contact information
- Produced monthly reports and assisted with month-end closing.
- Produced annual 1099-MISC forms for vendors and e-filed 1099s with State and Federal agencies
- Researched internet purchases to find best price and quality to maximize budget.
- Supported admin team by answering phones and ordering supplies.
- Completed bi-weekly purchasing of kitchen supplies for office and planned potluck lunches.
- Recognized as top performer in Accounting Department.

Education

UPENN Coding Bootcamp, University of Pennsylvania - Philadelphia, PA

Bachelor of Science in Physics, Longwood University – Farmville, VA

Associate of Science in General Studies, Richard Bland College – Petersburg, VA

Computer Skills

Microsoft Office | Sage Timberline Office | Adobe Acrobat Pro | Mac & Windows | HTML | CSS | JavaScript | jQuery | Node | Bootstrap CSS | Materialize CSS | Moment.js | Wordpress