Elsie Michel

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407-538-4797(c)

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**Orange County Public Schools, 6501 Magic Way, Bldg. 500, Orlando, FL 32809**

**Finance Clerk III**

**February 2012-Present**

* Verifies US Foods and TG Lee invoices from the school sites to the spreadsheets from the vendor for precision and discrepancies.
* Sorts, file, scanning and verify paperwork from the different sites while participating in monthly cluster meeting.
* Go to a specific school when needed to make sure the Cafeteria Manager paper works are accurate and conduct mini-audits.
* Audit Central Kitchen Summer meal paperwork from the district sites, and post to SAP.
* Monthly and Physical inventory to assign school.
* Provide customer service care to school staff when they have questions.
* Collects, evaluate, verify, and post weekly transfers from school sites into District wide Win-shuttle Template for monthly revenue.
* Cross-reference and verifies Bread Invoices from the school sites to the vendor spreadsheets for accuracy and discrepancies on a weekly basis.
* Manage, collects and processes student refunds in SMS and WebSmartt while providing excellent customer service, efficient operations, and accuracy.
* Travel Assistant. Other duties assigned per Finance Manager.

**McCoy Federal Credit Union, P.O. Box 593806, Orlando, FL 32859**

**Accounting Clerk IV**

**November 1997-February 2012**

* Compliance department: Checked for suspicious activities, prepared and completed SAR paper work for upload.
* Processed and posted Share Draft daily report and processed any clearing differences.
* Upload and post Star Station reports.
* Balance all ATM Machines to ensure that there were no out of balanced and all journal entries are posted to the correct GL.
* Reconciled General Ledgers for month end closing.
* Back Office Teller duties: Federal Reserve Cash Order and Customer Service Collection Representative.
* Balanced credit cards Monetary, order debit/credit cards and approved credit card applications.
* Processed Bonds order and processed foreign items from Branches.
* Bank reconciliations, accounts payable, and assisted in the preparation of financial statements.
* Executed incoming and outgoing wire transfers of funds from Federal Line.
* Prepared daily, weekly, monthly and quarterly financial statements and journal entries.
* Coordinated with Accounts Payable, Accounts Receivable, and Payroll teams to ensure timely and accurate reporting and reconciliation. Posted payroll deductions.
* Managed multiple tasks under tight deadlines with strong attention to detail and accuracy.
* Special projects assigned.

**Metropolitan Life Insurance, 2 Blue Hill Plaza, Pearl River, NY 10965**

**Accounting Clerk III, A/P & A/R**

**April 1993-September 1997**

* Retrieved checks returned to customers in error, adjusted customer accounts and answered inquiries about errors as necessary.
* Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures.
* Matched statements with batches of cancelled checks by account numbers.
* Compared previously prepared bank statements with cancelled checks, and reconcile discrepancies.
* *C*ommunicated with customers, employees, and other individuals to answer questions, distributed or explained information, took orders, and addressed complaints.
* Placed orders for the company.
* Other duties assigned.

**Video Services Corp. 235 Pegasus Ave, Northvale, NJ 07647**

**Accounts Payable & Accounts Receivable**

**March 1988-October 1992**

* Retrieved checks returned to customers in error, adjusted customer accounts and answered inquiries about errors as necessary.
* Communicated with customers, employees, and other individuals to answer questions, distributed or explained information, took orders, and addressed complaints.
* Answered telephones, direct calls, and took messages.
* Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures.
* Placed orders for the company.
* Matched statements with batches of cancelled checks by account numbers.
* Other duties assigned.

**EDUCATION**

* Strayer University, Maitland, FL
* Bachelor of Science/Accounting, GPA 3.81, Graduated: 12/2010, Magna Cum Lauda
* Alpha Sigma Lambda certificate: Iota Eta, Strayer University
* Dean’s List and Honor’s List.
* The College Of Westchester, White Plains, NY
* Associate Degree/Administrative Secretarial, (Occupational Studies) GPA 3.36, Graduated: 12/1987
* President’s List, Dean’s List and Gold “W” Awards.

**COMPUTER**

**SKILLS:** Microsoft Office 2007 (Excel, Word and PowerPoint) ADP Systems, Peachtree QuickBooks,

Wisdom (Accounting Systems), 10 key proficient and SAP System.