

## **Leslie Lane-Ingram**

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### **Objective:**

Highly effective leader with demonstrated ability to successfully manage teams, motivate staff, meet large-scale deliverables, and ensure organizational success. Requesting the opportunity to bring my in depth knowledge of accounting, taxation, financial management and strategic planning to a highly motivated team while contributing to the growth and overall success of the company in which I am employed.

### **KW Beverage (CONTRACT POSITION) October 2018-Current Accountant**

Analyze all incoming data from branch operations disbursement vouchers for supporting source documents and ascertain that all receipts and disbursements are properly coded.  
Analyze daily inventory reports and all supporting documents.  
Proof and post purchase orders for payment processing.  
Post daily recaps to VIP accounting system.  
Prepare monthly retail sales, inventory, and accruing journal entries to accurately reflect monthly information.  
Analyze and balance A/R subsidiary ledger.  
Analyze gross profit on sales.  
Managed and developed budget sheets, maintenance and analysis, inventory control and reconciliation, bank reconciliation, vendor and client relations as well as the maintenance of the their internal files.  
Developed internal and external relationships crucial to driving exceptional results.  
Responsible for G/L compilation and maintenance, month-end and year end closing and reporting including tax filings, P&L and Balance sheet compilation and maintenance and financial forecasting.

### **Staples Shared Services January 2015-July 2018 Accounting Team Leader**

Managed staff of ten (10) A/P and A/R junior accountants.  
Responsible for all facets of accounting, including but not limited to, A/P, A/R, and Sales Order reconciliation.  
Conducted quarterly financial performance reviews with upper management to assist and provide solutions to improve cash flow, profitability and net worth.  
Managed and developed budget sheets, maintenance and analysis, inventory control and reconciliation, bank reconciliation, vendor and client relations as well as the maintenance of the their internal files.  
Developed internal and external relationships crucial to driving exceptional results.  
Responsible for G/L compilation and maintenance, month-end and year end closing and reporting  
including tax filings, P&L and Balance sheet compilation and maintenance and financial forecasting.

**Strayer University**  
**March 2012-November 2014**  
**Finance Office Manager**

Ensured compliance with all established University policies and procedures.  
Managed team performance to ensure timely, effective service to students, families, and other constituencies on Business Office matters.  
Met or exceeded all attendance and registration goals set forth by regional management.  
Oversaw all activities associated with sponsor billing and timely collection with promissory notes.  
Developed effective campus collections process in order to increase campus collections.  
Executed all follow-up functions related to resolving outstanding compliance with third party servicers.  
Ensured that all funds are received, posted, and deposited in a timely manner to student's account.  
Ensured finalization of students in accordance with University policy.  
Approved and expedited adjustments to Campus Director for student accounts as needed.  
Provided a timely response to all student inquiries regarding all Business Office functions.  
Implemented and maintained automation of letter generation and tracking of financial aid requirements.

**Education:**

University Of North Carolina  
Bachelor in Finance

Ensured that students are provided support in their pursuit of government and other sources of financial assistance to meet their educational expenses.

Carried out all facets of federal financial aid processing, including analyzing and evaluating verification documentation,

determining revisions to awards, and analyzing problems pertaining to processing of all federal aid.

Assured that OSFA procedures were systematically followed in accordance with Title IV federal, state and institutional rules and regulations.

#### Alliance Services

July, 2008-February, 2012

Staff Accountant/ Business Manager

Managed a staff of ten (10) which included junior accountants and sales staff.

Responsible for all facets of accounting, including but not limited to, A/P, A/R, and Sales Order reconciliation and both national and international payroll.

Conducted weekly and monthly financial performance reviews with owners and investors to assist and provide solutions to

improve cash flow, profitability and net worth.

Managed accounts payable, accounts receivable, and payroll departments

Managed national and international vendor accounts and client relations as well as the maintenance of their internal files.

Processed and posted all national and international wire transfers for company as both receivables and payables transactions.

Responsible for G/L compilation and maintenance, month-end and year end closing and reporting including tax filings, P&L and Balance sheet compilation and maintenance, financial forecasting, petty cash, payroll including quarterly and year-end tax returns, human resources as well as Federal, State, and International compliance on all the above mentioned

#### Education

Graduated with a Bachelor's Degree in Accounting from the University of North Carolina, Chapel Hill.

Microsoft Certified Professional.

QuickBooks Pro Advisor.

Computer Experience

Vast experience with all Microsoft applications including, but not limited to, Windows 95, 98, NT, NT Server, Millennium, XP and 10 Pro. Other programs include Excel, Word, Works Word Processor, Outlook, Corel, all versions of QuickBooks, ACT!, Retalix, SAP, SAGE as well as MAS 90, MAS 200 and VIP specialized accounting software. I am also very familiar with all Internet facets.

#### Related Skills and Information

Strong organizational skills

Extensive computer knowledge

Well regarded for interpersonal, written, and verbal communication skills

Effectively handling multiple tasks simultaneously

Demonstrating the ability to acquire and apply knowledge rapidly

Independently working with minimal supervision and contributing to team effort