

Tricia F. Mayo

140 Lanchire Street · Lexington, SC · 29073 · 803-457-1773 (Main) · watriciam@yahoo.com

CAREER PROFILE

A detail orientated, qualified finance/accounting professional with years of experience in accounting, reconciliations, journal entries, accounts payable, accounts receivable, payroll and monthly reporting.

AREAS OF EXPERTISE

- Reconciliations
- Financial Reporting
- Revenue Analysis
- Cash Accounting
- Accrual Accounting
- Payroll
- Bookkeeping
- Supervising
- Journal Entries
- Grants/Funds
- Procurement
- Notary
- GAAP
- Accounts Payable/Receivable

EDUCATION

Expected 5/2019 B.S., Accounting Administration and Finance
Limestone College – Gaffney, SC

5/2009 Associates, Accounting
Midlands Technical College – West Columbia, SC

5/2009 Associates, Management Finance/Marketing
Midlands Technical College – West Columbia, SC

SOFTWARE EXPERIENCE

Proficient in Microsoft Excel, Word, Access and Google applications. QuickBooks Lotus Notes, Tiger, SharePoint, ADP, DataPro, CashPro, PeopleSoft, Cerner, One Chart, USC Finance Intranet, Lawson and Online Billing Systems.

PROFESSIONAL EXPERIENCE

October 2016 – Present

Accountant - Palmetto Health USC Medical Group -Columbia, SC

- Adhere to GAAP accounting standards and SOX compliance
- Assist in external and internal audits with annual financial statements and quarterly reviews
- Prepare detailed account reconciliations, verify accuracy of the financials and resolve any issues as they arise
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
- Improve systems and procedures and initiate corrective actions
- Assist in month end close. Prepare monthly journal entries manually or by initiating electronic creation through accounting software program
- Review JEs carefully for abnormalities and other inconsistencies
- Prepare monthly and quarterly accounting reports for submission to management
- Classify costs accurately
- Maintain and review the general ledger and reconcile balance sheets
- Analyze costs of raw materials and other supplies and create cost-benefit analyses for changing vendors
- Compensation calculation and payroll submission
- Payables (AP/AR)

Project Specialist – Pricewaterhouse Coopers, LLC – Columbia Service Delivery Center Columbia, SC 2011-2016

- Clients: Procter & Gamble and Cameron (oil company)
- Approve or dispute various PwC network office invoices through Foreign Accounts Payable (FAP) Database
- Issue payments/Process payments
- Expat/Inpat
- Foreign Accounts Receivables.
- Book invoices through GFS database for services rendered.
- Weekly Status Calls with clients and network offices regarding payment sent or received
- Project planning, time management, spreadsheet maintenance, inbox delegation, email correspondences, bookkeeping

- Process Monthly Billing, Reconciliation, Progress and Bundle Billing
- Reporting: Fiscal Year Reporting, Exceptions and General Country Reports, Service Verification, Tax Returns Hours, Billing Timelines, Revenue Analysis, WIP Long Text, Account Receivables, Bills and Cash Write-off Reports, Aging Accounts Receivable Report and Detail Billing

Teller Supervisor – Palmetto Health Credit Union-Columbia, SC 1999-2008

- Trained new hires and supervised the teller line. Responsible for staffing the teller line, sat in on interviews for new hires
- Create schedules for employees to ensure optimum staffing levels
- Managed the vault entries
- Opening and closing of accounts, certificate of deposits, answering phones, operate a teller drawer, answering inquiries on accounts for members and customer service.
- Promoted investments, auto purchases, and refinancing. Collections of delinquent loans