**Marvelous Hitchye**

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**profile**

* Highly analytical, deadline-driven professional with excellent written and verbal communication skills. Developed high interest in verifying details and learning new processes and ideas
* Achieved over two years of work experience in Accounting and Administration with little supervision
* Desire a challenging role to learn and grow as an Accountant and a keen observer with ability to change direction quickly and meet deadlines

**Education**

**Saint Louis University – John Cook School of Business** St. Louis, MO

*B.B.A of Accounting* 2015

* Financial Reporting I & II
* Auditing
* Accounting Information Systems I & II

**SKILLS**

* Dynamic Great Plains familiarity
* QuickBooks Pro knowledge
* SAP knowledge
* Yardi Beacon experience
* General Ledger analysis
* Account Reconciliation
* Billing and Invoice Coding
* Microsoft Office Suite

**Experience**

**Superior Home Health Services** St. Louis, MO

*Accounting Specialist* December 2018 – Current

* Verify receipts, code invoices to proper G/L accounts and entered payments
* Receive payments from client accounts and apply to A/R balances
* Assist in monthly assigned general ledger accounts and bank reconciliations
* Assist in supporting annual A-133 audit request and preparation
* Prepare balance sheets, income statements and other financial reports for management

**Mueller Prost CPA’s + Business Advisors** Clayton, MO

*Associate Contract* October 2018 – December 2018

* Analyze clients’ prepaid and accrued expenses, credit card statements, bank transactions
* Prepare general ledger entries by maintaining and recording account information on file
* Reconcile and manage clients bank accounts, assets, liability and accrual accounts
* Support accounts payable and accounts receivable activities to ensure accuracy and timeliness of invoice creation and entry
* Prepare balance sheets, profit & loss statements and other financial reports and present results to management for review

**Compass Health Inc.** St. Peters, MO

*Senior Accountant* November 2017 – September 2018

* Manage and update all cost centers related to balance sheet and income statement accounts
* Report and communicate the accuracy of assigned housing grants to DMH and HUD
* Accurately post assigned bank statement transactions, accounts receivable and revenue entries to general ledger and true-up when necessary
* Reconcile and manage on a daily, weekly and monthly basis assigned housing grants, bank accounts, ISL billing reports, asset, liability and pass thru accounts
* Assist in monthly and annual preparation of regulatory reporting such as financial reporting, cost accounting, budgeting and audit initiatives

**Collabera: IT Recruitment & Staffing Services Agency** O’Fallon, MO

*Accounting Specialist Contract at Citibank* March 2017 - October 2017

* Prepared balance sheets, general ledger analysis, and other financial reports
* Performed complex account investigations and resolve within department standards
* Analyzed trends, costs, revenues and obligations to predict future revenues and expenses
* Performed data validation of products in support of operations, audit and agency initiatives
* Reported organization's finances to senior management and train new staff on company procedures

**MD&D Forensic Accountants** St. Louis, MO

*Forensic Accountant*  September 2016 – February 2017

* Prepared and analyze detailed monthly profit and loss statements
* Maintained data input of financial statements and payroll
* Provided analysis of sales, production, inventory levels and payroll inefficiencies
* Responsible for business interruption and extra expense analyses
* Performed physical inventory observation and price testing

**Superior Home Health Services** St. Louis, MO

*Accountant* March 2014 – September 2016

* Verified receipts, code invoices to proper G/L accounts and entered payments
* Received payments from client accounts and apply to A/R balances
* Assisted in monthly assigned general ledger accounts and bank reconciliations
* Prepared governmental reports annually such as Medicaid and Medicare reports
* Provided payroll administration by collecting, calculating, and analyzing employee’s data

**Affiliations**

* MO Society of CPA's 2014 - Current
* SLU Honor Society 2014 – Current
* Alpha Phi Delta Accounting 2014 – Current
* Honors Phi Theta Kappa 2009 – Current: Treasurer (2 yrs.), Vice President, President