**NAIA OWENS**

4218 Portland Avenue, Minneapolis Minnesota 55407

(612) 999-7723, nmowens@yahoo.com

Creative professional with a record of increased responsibility, proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Customer focused with diverse industry experience. Welcomes learning new programs and processes. High comfort level working under pressure, attention to detail, and self-motivated, contributes to team efforts by accomplishing related results as needed.

**AREA OF EXPERTISE**

|  |  |
| --- | --- |
| * Accounts Payable Processes & Management * Invoices/Expense Reports/Payment Transactions * GAAP Standards & Government Regulations * Vendor Negotiations & Management | * Journal Entries & General Ledger * Teambuilding & Staff Supervision * Spreadsheets & Accounting Reports * Payroll entry & Clerical |

**EDUCATION**

Certificate, Public Sector Office Administration

Project for Pride in Living. Minneapolis, MN

Certificate, Customer Service Skills Training

Hennepin County, Minneapolis MN

Associate in Applied Science, Advanced Accounting

MN School of Business, Richfield, MN

**RELEVANT SKILLS AND EXPERIENCE**

***Customer Service/Communication***

* Answer and respond to correspondences; forward or direct to appropriate parties.
* Served as ad hoc interim accounts payable and payroll administrator; filled in as needed to maintain daily business operations.
* Established, rebuild relationships with vendors and suppliers; maintained ongoing business relationships.
* Resolved account payable issues; assessed, balanced accounts monthly.
* Wired vendor payments transfer and intercompany liquidation internally and externally.
* Provide assistance to internal and external users of the City’s applicant tracking system by providing information on the proper procedures and systems capabilities.
* Prepare correspondence to job applicants to inform them of their status in the selection process.
* Function as liaison between processional staff, department contacts, and the general public to research and clarify questions.

***Computer/Technical***

* Monitor data base backups updating as needed; maintain security of information for data privacy.
* Used up-to-date AP system; input, documented recordkeeping, and accounting information.
* Assist in the preparation of a variety of reports by Federal, State and Local law concerning hiring selection processes and status changes.

***Computer/Technical, Cont.***

* Implemented technologies and process automations to foster environment for continuous improvement.
* Served as go-to for troubleshooting issues.
* Operated financial computer systems, furnished senior company executives with accounts payable and receivable summaries as well as cash flow reports; reports issued within deadlines set by management.

***Accounting/Business/Clerical***

* Prepare financial statements, invoices and reports for management.
* Analyze memos and reports to determine significance and plan distribution.
* Research, compile data for management review; decisions based on data submitted.
* Attend meeting and workshops representing company; establish and maintain professional relationships with internal and external departments for purpose of daily business operations.
* Prepared, analyzed accounting reports for accuracy; complied with procedural standards.

**NAIA OWENS RESUME, PAGE 2**

* Managed timely invoices; processed on average 500 to 1.5K invoices monthly.
* Researched and resolved billing and journal entry errors as needed; avoided 99.99% of reporting inaccurate data to interested parties.
* Composed reports summaries for submission to human resources for review.
* Renegotiated payment terms with top 2 suppliers and 3 vendors from Net 7 to Net 60 days; improved business cash flow.
* Managed team of 2 accounting clerks; monitored work flow, served as go-to person with questions and inquiries.

**PROFESSIONAL EXPERIENCE**

City of Minneapolis Jun 2017 to Current

Fairview Health Services Feb 2016 to Current

Chief Financial Officer, Owens Inc Feb 2014 to Dec 2016

Executive Assistant, Enterprise Knowledge Partners Jan 2013 to Jan 2014

Accounts Payable Specialist, Dell/Compellent Dec 2011 to Sept 2012

Accounts Payable Specialist, Health Care Inc. Aug 2001 to Sept 2011

Staff Accountant, Benson Quinn Commodities Feb 2001 to Jun 2001

Accounts Payable Clerk, Garlock French Rooking Jan 1999 to Feb 2001

**TECHNICAL**

Microsoft Office Suite Great Plains Dynamics

ADP Quick Books

Epic Outlook

NEOGOV City Talk