

## **Violet Arndt**

103 Jonathan Drive

Mercerville, New Jersey 08619

**609-588-8212**

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### **Professional Summary:**

Highly motivated Accounting Administrator & Bookkeeper with Comprehensive working background in procedures and processes. A strategic planner, proficient in administration, vendor relations and change management. A proven track record of cash flow Management and financial administration.

### **Work History**

4/2007-4/2020

[11/3/20-3/29/22](#)

#### **Trenton Housing Authority, Trenton, NJ Supervisor of Accounts Payable**

Possess high level of organizational skills, thrive in a detail environment and very dependable

Daily processing of large volume of invoices

General Ledger coding for procurement purchase orders

Process on-demand checks and checks thru multiple bank accounts

Update spreadsheets with payments on contracts and advise Director of statuses

\* Resolve vendor billing issues saving thousands of dollars in double billings

Developed organizational procedures to streamline procurement and account payable processing

Interact with management, staff and suppliers on day to day issues

Prepare monthly A/P check run documents for Board of Commissioners and documents for external audits

Process & file with IRS year end 1099's

**2/2000-4/2007**

**Melcor Corp, Lawrenceville, NJ  
Accounting Administrator**

Administrator Accounts Payable/Receivables and collections

General Ledger coding, job costing and inventory auditing

Month end closings

Bank reconciliations

\* Analyzing, trouble shooting, interacting closely with all dept. managers to provide recommendations on cost savings, efficiency and procedure change recommendations. Savings of \$11,200 was realized from one recommendation, \$3000 in supplies and \$1200 in communication billings

ISO internal auditing

Human Resources, ADT payroll and receptionist back-up

When this branch of the company closed, I was kept on to close out the accounting end of the business and arranged for the buildings contents to be vacated

**Skills:**

Microsoft Word/Excel and Emphasis accounting software

**Education/training:**

**Mercer County Community College, Trenton, NJ**

Small Business Management Certification

Accounting credits

Basic computer software

**Jersey City State College, Jersey City, NJ**

General Elementary Major

**Rockhurst University Continuing Education**

Management of Accounts Payable & Collection Law & procedures

**ISO 9001 Internal Auditor Training**

**Licenses:**

**State of New Jersey Notary Public to 2024**