

LaTonya Lewis

Accounting Assistant I - Tyson Foods

Birmingham, AL

latonyalewis8_6jf@indeedemail.com

205-566-0256

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Spire Energy - Birmingham, AL

Present

Process accounts and incoming payments in compliance with financial policies and procedures Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data Prepare bills, invoices and bank deposits Process wire payments for both internal and external customers. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Verify discrepancies by and resolve client's billing issues Facilitate payment of invoices due by sending bill reminders and contacting clients Generate financial statements and reports detailing accounts receivable status.

Accounting Assistant I

TYSON FOODS - Huntsville, AL

December 2016 to June 2019

Assist with contract agreements. Solicit sources of supplies, analyze and compare prices and discount rates. Accurately input vendor and invoice information into Oracle and vendor portal, verify the purchase order, receipt, and invoice data match, and prepare payment for processing. Complete new vendor forms and submit for approval. Manage the workflow to ensure that goods are received and processed. Process Sales Tax. Communicate with vendors to answer inquiries and resolve issues. Compile and summarize monthly accruals information for items received, but not invoiced work with location. Supply Chain management. Communicates with vendors to resolve any discrepancies between purchase orders and invoices. Monitor A/P balances and notify the Accounting Supervisor of any aged balances that need to be investigated. Processes check requests and expense reports. Other duties that may be required to support Division Accounting management.

Document Control Specialist

SOUTHERN COMPANY - Birmingham, AL

January 2015 to December 2016

Creates and loads QA records into Documentum. Performs scanning, record entry, retrieval of records, and provides technical manuals of various documents to internal customers. Performs records destruction. Records retention. Resolve issues related to discrepancies in records and contracts. Writes rewrites and/or edits technical documents and procedure manuals. Has the ability to read engineering drawings. Proofreads engineering documents and drawings for quality and ensures that all documents

are legible. Creates drafts of contract documents by gathering data information from technical support to determine font size, format, and path of documents. Basic knowledge of IT technical concepts.

Accounts Payable Specialist

JONES LANG LASALLE - Birmingham, AL

June 2013 to May 2014

Processed large volumes of invoices daily. Ensured that all invoices and checks were filed properly into batch system. Keyed invoices and controlled balance of invoice totals using 10-key calculator before posting. Ensured that all invoices and billing orders were properly matched prior to submission. Scanned documents into database for processing.

Entered and/or stored data and information associated with billings, vouchers, general ledgers, forms, letters and records.

Education

Master of Arts in Secondary Education

Grand Canyon University - Phoenix, AZ

2014

Bachelor of Arts in English

Miles College - Birmingham, AL

2001

Diploma

Fairfield Preparatory High School - Fairfield, AL

1993

Skills

- Accounts Payable
- Invoice
- AP