

Susan Ludwig

Hudson, NY 12534

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518-396-6463

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Baptist Home - Rhinebeck, NY

2019 to Present

- Processing and entering purchase orders
- Preparing and updating cash balances for budgeting over multiple accounts
- Responsible for account reconciliation
- Processing payroll
- Responsible all invoice payments for 7 companies

Senior Bookkeeper

DEVEREUX FOUNDATION - Red Hook, NY

2017 to 2019

- Manage individual benefits (SSI, SSDI, OTDA) account receivable
- Attended individual residents meetings and managed monthly trainings for management staff.
- Tracking receivables, payments and projecting for the budget
- OPWDD training on SNAP, PA, Benefits
- Collection of money from School Districts, Counties, and Individuals
- Increased the revenue by building relationships and opening communication
- Implemented a new billing process for calculating rent amounts for individuals

District Bookkeeper/Treasurer/Tax Collector

GERMANTOWN CENTRAL SCHOOL DISTRICT - New York, NY

2014 to 2017

- Managed accounts payable/ accounts receivable
 - Processed requisitions, purchase orders and invoices
 - Managed extra class accounts (student and committee accounts) including sales tracking and paying taxes.
 - Prepared and process check runs
 - Handled cash and deposits using the proper accounting procedures and documentation
 - Processed bank reconciliations and financial reports to be given to school board
 - Increased efficiency by creating new financial recording system for tracking transportation spending
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- Implemented new tracking methods and school wide spreadsheet that resulted in identifying uncollected funds

Executive Teamleader

Target - Kingston, NY

2005 to 2009

- Managed 50+ staff members in a store budgeted for 20 million annually
- Responsible for scheduling, interviewing, hiring, reviewing, and corrective actions, opening and closing procedures
- Responsible for payroll
- Coordinated flow of the replenishment from the truck to the floor daily and ordering inventory
- Responsible for employee training and development for the district
- Prepared daily sales for bank deposits and report to corporate office

Education

Bachelors in Business Administration

UNIVERSITY WISCONSIN STOUT - Menomonie, WI
1998

Masters in Human Resources

CAPELLA UNIVERSITY

Accounting Licenses

Advanced Certification QuickBooks