

Lindsay Cicero

Toano, VA 23168

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Experienced professional with demonstrated success managing bookkeeping and accounting functions across multiple industries. Strong knowledge and experience with transactions, month-end closing, payroll, and accounts receivable/payable. Adept at managing monthly transactions while ensuring accuracy and timely reporting. Effective communicator and collaborator; able to drive synergies with key stakeholders to effectively resolve issues. Possess QuickBooks certification.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Bookkeeper

J&J Financial Management - Williamsburg, VA

2017 to Present

Perform bookkeeping duties including maintaining accounts, posting transactions, reconciling entries and bank accounts, and overseeing the General Ledger. Process weekly/bi-weekly/monthly payroll on various platforms. Process invoices timely and ensure accurate reporting of cash receipts. Download client bank statements into QuickBooks for reconciliation. Provided administrative support to management and perform ad-hoc projects when needed.

Key Accomplishment:

- Achieved QuickBooks certification and regarded as subject matter expert.

Accounting Specialist

International Society of Automation - Raleigh, NC

2016 to 2017

Handled Accounts Receivable/Accounts Payable and ensured proper receipts/payments were posted accordingly. Owned monthly processing of royalty accruals, sales and use tax, and membership and certification orders. Performed Accounts Payable duties including sorting invoices, validating vendor IDs, and ensuring proper payment postings. Oversaw vendor W-9s, EFTs, and annual 1099s.

Key Accomplishment:

- Increased understanding and knowledge of nonprofit accounting processes.

Server

Kingsmill Resort - Williamsburg, VA

2015 to 2016

Provided impeccable customer service while taking food/beverage orders and entering them into POS system. Increased menu knowledge and provided upselling techniques where appropriate. Ensured dining room and service areas were clean. Collected customer payments and complied with alcohol

policies when serving drinks. Assisted in other areas when needed and promoted friendly and inviting environment.

Key Accomplishment:

- Acknowledged for outstanding customer service by CFO.

Accounts Payable Clerk

Enterprise Holdings - Williamsburg, VA

2015 to 2016

Oversaw transactional expenses to numerous cost centers. Analyzed invoice reports and journalized appropriate entries. Performed month-end closing processes and account reconciliations. Compiled project costs into fixed asset accounts. Conducted periodic fixed asset reviews and determined dispositions. Reconciled fixed asset subledger to the general ledger.

Key Accomplishments:

- Developed and implemented tracking system for fixed assets.
- Recognized for exceptional work on special project encompassing key distributions to multiple branches.

Accounts Receivable Specialist

Enterprise Holdings - Williamsburg, VA

2014 to 2015

Tracked accounts and processed incoming payments while ensuring compliance with financial policies and procedures. Owned daily responsibilities for financial transactions including verifying, calculating, classifying, and posting accounts receivable data. Created and distributed bills and invoices and prepared daily bank deposits. Reconciled accounts receivable ledger and validated payments properly posted. Researched and resolved client billing issues. Ensured branch locations maintained proper business licenses.

Key Accomplishment:

- Promoted quickly to accounts payable position after learning receivables.

Sales Associate

Oakley Inc - Williamsburg, VA

2009 to 2015

Provided exceptional customer service while assessing needs and promoting merchandise solutions. Handled transactions at register while receiving payments and processing credit card transactions. Prepared customer special orders and demonstrated operation of merchandise on occasions. Educated customers on merchandise and capitalized on upselling opportunities.

Key Accomplishment:

- Recognized as sales associate of the month on multiple occasions.

Education

Bachelor of Science in Business Administration and Accounting

NORTH CAROLINA WESLEYAN COLLEGE - Rocky Mount, NC

August 2010 to May 2014

Skills

- CREDIT (8 years)
- CUSTOMER SERVICE (8 years)
- RECEPTIONIST (8 years)
- RETAIL SALES (8 years)
- GENERAL LEDGER (3 years)
- BOOKKEEPING (2 years)
- PAYROLL (2 years)
- QUICKBOOKS (2 years)
- ACCOUNTS RECEIVABLE (2 years)
- CLOSING (1 year)
- BILLING (1 year)
- ACCOUNT RECONCILIATION (3 years)
- COLLECTIONS (2 years)
- MICROSOFT OFFICE (10+ years)
- PROBLEM SOLVING (10+ years)
- Accounts Payable
- Excel
- Great Plains
- Microsoft Excel
- Outlook
- accounting

Links

<http://linkedin.com/in/lindsay-cicero>

Certifications and Licenses

QuickBooks

April 2019 to Present

food handler certificate

T Sheets

September 2019 to Present

Additional Information

Areas of Expertise

* Bookkeeping * Payroll * Problem Solving & Resolution
* Account Reconciliation * Customer Service * Month-End Closing & Reporting
* General Ledger * Accounts Receivable & Payable * Billing & Collections

Technical Skills

QuickBooks | Microsoft Office | Google Docs