

Stephanie Lascheid

Finance Assistant - BigMouth Toys

Jupiter, FL 33458

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Work Experience

Finance Assistant

BigMouth Toys - Glastonbury, CT

October 2016 to Present

- Code and process vendor invoices and maintain system
- Prepare and process vendor payments via electronic transfers and checks
- Perform month-end and year-end closing processes
- Post journals and reconcile GL accounts
- Reconcile bank and credit card accounts
- Prepare and submit letter of credit presentations for payment
- Maintain and update customer and vendor records
- Receive, record, and apply customer payments
- Research and resolve invoice discrepancies and issues
- Record Amazon FBA and consignment invoices
- Assist in customer billing and invoice creation
- Identified and implemented process improvement opportunities for the finance & accounting team
- Perform duties to support Controller

Administrative Accounting Assistant

Country Club of Charleston - Charleston, SC

May 2014 to August 2016

Project manager of new Club website launch

- Developed new tee-time reservation and dining reservation programs
- Evaluated, coordinated, and processed all membership activity
- Received, processed, and deposited payments
- Performed administrative duties to support Controller and other office personnel
- Answered and directed phone lines as necessary
- Awarded Employee of the Month Award January - March 2015

Comptroller's Assistant

Dianne Brooks - Saint Petersburg, FL

September 2011 to May 2014

Analyzed financial statements to be reconciled

- Streamlined office filing system; filed contracts and agreements accordingly
- Effectively reconciled accounts on QuickBooks Pro
- Performed administrative accounting duties to support Comptroller

Attractions Attendant

Dianne Brooks - Orlando, FL
May 2012 to March 2014

Greeted and delivered narrations to guests, provided audience control when necessary.

- Provided guests with a memorable "Disney experience"
- Maximized attraction efficiency - awarded Efficiency Achievement Award

Accountant Assistant

Lady of Shalot Accounting - Saint Petersburg, FL
August 2009 to 2010

- Prepared financial statements to be reconciled
- Entered transactions into QuickBooks Pro
- Performed regular filing of receipts and other documentation

Education

Bachelor of Arts in Economics

University of Central Florida - Orlando, FL

Skills

- Microsoft Office Suite (10+ years)
- ClubEssential (2 years)
- NetSuite (4 years)
- Organizational Skills
- Quickbooks
- Financial Statement Preparation
- Account Reconciliation (4 years)
- Financial Report Interpretation
- Accounting
- Accounts Payable (4 years)
- Bank Reconciliation (4 years)
- Accounts Receivable (6 years)
- Journal Entries (4 years)
- General Ledger Reconciliation
- Analysis Skills
- Collections (6 years)

Additional Information

- Self-Starter
- Sales-minded
- Exceptional verbal and written communication
- Strong attention to detail
- Professionalism
- Organization and time management skills

- Analytical skills
- Proficient with Mac

Volunteer Experience

- Pink Ribbons Crusade August 2005 - Present
- Hospice of the Florida Suncoast May 2009-August 2016
- Philadelphia Union Scrimmage Volunteer February 2013