

Cynthia Messenger

Accounts Payable Specialist - HD Supply Repair & Remodel

Sacramento, CA 95841

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(916) 968-4007

To secure a position that fully utilizes my skills and abilities.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

HD Supply Repair & Remodel - Roseville, CA

2008 to Present

- * Performs accounts payable functions for retail expenses, prepares company accounts and tax returns for audit, produces a variety of financial reports for internal use and provides reports to vendors as needed, reconcile receiving documents against invoices to resolve payment discrepancies, resulting from miss-shipment of materials providing proof of credit needed to vendors, liaise with vendors, and receiving managers regarding financial transactions, ensure that debits were correct before applying to vendor accounts, responsible for negotiating past due accounts, ensures compliance with accounting deadlines

- * Prepares expense reimbursements for employees travel expenses

- * Generate vendor payments three times a week to more than 400 hundred vendors

- * Reconcile quarterly & monthly rebates for general merchandise and co-op rebates

- * Maintain 1099 information for all vendors Expense & Merchandise, compiles 1099 information for non-incorporated vendors, produces, corrects, researches vendor tax information for 1099 submission.

- * Train new employees.

- * Send financial information and credit applications to potential vendors

- * Set Vendor Terms, and create new Terms as needed

Accounts Receivable Specialist

Nelson's Staffing Solutions - Sacramento, CA

2006 to 2008

- * Worked as assigned to different corporations

- * Performed all aspects of Accounts Receivables

- * Produced a variety of financial reports for internal use and provided reports to vendors as needed

- * Ensured compliance with accounting deadlines

- * Reconciled Payments received daily

- * Data entry

Accounts Receivable/Collection Clerk

Raley's Superstores Corporate - Sacramento, CA

2000 to 2005

- * Performed all aspects of Accounts Receivables
- * Reconciled Payments received daily
- * Tracked and audited the departments daily active balance
- * Department Trainer for all new Software and ACI web conversion software
- * Maintained a professional working relationship with Raley's Technical Support Engineers, and ACI software providers
- * Maintained the Collection data base
- * Data entry
- * Assisted the Loss Prevention Administrative Assistant as needed

Collection Clerk

Raley's Superstores Corporate - Sacramento, CA
1998 to 2005

1

- * Maintained collection data base
- * Prepared checks to be turned over to third party collection agency
- * Data entry
- * Prepared daily dunning letters
- * Cold call for collection purposes
- * Assisted the Loss Prevention Administrative Assistant as needed

Education

Some college

Skills

- 55 WPM (10+ years)
- CUSTOMER SERVICE (10+ years)
- EXCEL (10+ years)
- MICROSOFT EXCEL (10+ years)
- MICROSOFT WORD (10+ years)
- 10-Key (10+ years)
- AP
- Invoice
- Accounts Payable
- Accounts Receivable
- Quickbooks
- General Ledger Accounting
- Loss Prevention
- Bank Reconciliation
- Tax Experience

Certifications and Licenses

Driver's License

Additional Information

Skills

I have the ability to work in a fast paced environment and prioritize to ensure deadlines are met. I have excellent communication and customer service skills. Advanced experience with Windows XP, Windows 7, Microsoft Excel, and Microsoft Word. Working Knowledge of Quickbooks. I can type 55 WPM and can operate a 10 key by touch at 6000+ KS

- E-MAIL CYNTHIA.MESSENGER74@GMAIL.COM

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