

LaToyva Coleman

Hoover, AL 35244

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(205) 570-4455

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

HOSPICE PARTNERS OF AMERICA, LLC - Hoover, AL

May 2016 to April 2020

Enters invoices for states of AL, MO, KS, TX, ID, and OR (average 800 monthly) into the Great Plains accounting system. Reconciles processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.

Pays vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks, resolving invoice or payment discrepancies and documentation, and insuring credit received for outstanding memos.

- Pays employees by receiving and verifying expense reports and preparing checks. Accurately processes invoices and check requests including auditing for accuracy, proper authorization, and completeness of supporting documentation. Verifies vendor accounts by reconciling monthly statements. Enter new or update vendor names and data. Alerts appropriate management team members regarding late or missing documents required for accounts payable. Reports sales taxes by calculating requirements on paid invoices. Assists in the preparation of monthly accounts payable reports.
- Provides accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures. Prepares and distributes year-end 1099 forms. Assists the Controller in the preparation of the annual budget and documents for internal and external audits. Responsible for the month end processes and analysis. Establishes and maintains positive working relationships with employees and other customers. Maintains the confidentiality of employee and organization information at all times. Performs other specific projects as required.
- Processing of nursing home invoices and claims (GIP and Respite). Responsible for converting CPT codes to Medicare allowable rates per contracts with facilities. Sends out weekly payment detail spreadsheet to billing department.
- Assists with weekly accounts payable check run, including ACH's. Average weekly check run around 125 checks, ACH's vary weekly. Checks mail daily and assists with switchboard if needed.

Full Charge Bookkeeper

TW FITTING NA, LLC - Vance, AL

September 2013 to September 2015

- Responsible for all accounts payable transactions (USD & EUR), subject to overview by the Finance Manager and Plant Manager. Classified and matched invoices and check requests. Reviewed all submitted invoices for proper documentation and approval by authorized signatory, then batches

and enters in IBS (AP system). Prepared check on a weekly basis and prepared manual checks when necessary (Payroll or AP). Maintained and updated the vendor listing.

- Worked with Finance Manager during the month end closing and processes monthly accruals and amortizations. Responsible for preparing and entering journal entries as required. Worked closely with Plant Accountant to analyze and resolve monthly variances, as well as other projects (ex. CIP investments) as they arise.
- Worked closely with various departments in gathering, organizing, and analyzing for purchasing processes. Monitored the daily bank transactions report generated by the Finance Manager against any fraudulent charges in our bank accounts. Entered wire and ACH payments and works with bank representative to handle problems if they should arise.
- AR-Posted bank transactions to the GL (ex. credit card transactions, posted checks/wires, payments received from customers). Reconciled bank accounts, vendor accounts, and prepaid accounts to GL monthly. Made weekly bank deposits.
- Tracked and help maintain inventory records. Assisted with budget preparations. Generated financial reports as requested from Financial Manager or Corporate office. Assisted in preparing financial statements. Classified and allocated incoming mail. Audit of business credit card information.
- Communicated with vendors and replied to inquiries. Ensured files and documentations to be completely and exactly made, complying with policy of the company.
- Prepared monthly, accruals fixed assets/depreciation for month end processes. Balance P&L accounts.
- Allocated sales/use taxes correctly on invoices. Paid all sales/use tax for Vance and Duncan locations. Coordinated with internal and external auditors, customers, and evaluated all sales tax. Made sure that our sales tax exemption certificates were current. If they were not, I contacted the Revenue departments for SC and AL. If a vendor asks for a copy of our sales tax exemption, I provided them with the information via their method of receiving. Filed all contracts, 1099-s, W-9's, vehicle tags/and registrations, property taxes, vendor updated information for Vance and Duncan locations.
- Prepared credit applications. Prepared expense reports and audit for accuracy with receipts. Worked with intercompany invoices and ICO reconciliations.
- Knowledge of office equipment, customer service, data entry.

Accounting Specialist II

UNIVERSAL HEALTHCARE SERVICES - Birmingham, AL

February 2009 to June 2013

- Prepared Accounts Payable (P.O. & Check Requests) by: verifying terms, prices, and quantities, on invoice to P.O., verifying extensions, footings, discounts, taxes, approvals, and G/L account distributions. Reviewed all vendor statements for accuracy. Controlled and prepared all accounts payable checks. Cancelled and filed all vouchers, paid check requests, and voids.
- Assisted auditors during annual independent audits.
- Performed account analysis as required. Performed physical count of inventory as required and maintained appropriate levels of all accounting supplies and forms.
- Assisted in monthly closeout procedures as directed by the Asst. CFO (such as preparing accrual listing).
- Relieved PBX operator as needed.

Compiled employee time, production, and payroll data from time sheets and other records. Printed time sheets and forwarded to department managers. Ensured timecards have proper signatures upon submission. Computed earnings of workers by referring to their annual salary or timesheet to discover hours worked. Balanced hours and deductions in preparation for payroll processing. Initiated payroll during appropriate time and print off checks. Verified attendance, hours worked, and pay adjustments,

and post information onto designated records. Had checks signed off and approved by manager. Distributed checks to employees. Handled complaints or questions regarding discrepancies. Factored in vacation or sick pay when computing earnings. Checked exempt and non-exempt statuses of employees. Closed out paycheck cycle after termination. Performed calculations from worksheets and work tickets. Checked electronic data for errors. Calculated and included deductions, such as income tax withholding, Social Security payments, insurance, and union dues. Garnished wages due to child support or IRS intervention. Handled 401(k) contributions. Managed input of bonuses and commission. Utilized payroll software (Ultipro/Lawson). Managed compensation packages. Balanced payroll runs. Processed payroll for 452 employees. Transmitted direct deposit information to the bank. Printed direct deposit forms, and special checks, if needed. Responsible for inserting, sealing, and stamping payroll checks. Payroll was to be sent out every Thursday. Printed check register for CFO to verify checks and balances. Completed check requests for garnishments (child support, bankruptcy, etc.). Printed and verified benefit hours' available reports and distributes to department managers.

- Maintained alpha file for new employees and other employee changes.
- Sales and Use taxes (1099's). Data entry. Training. Customer service.
- Knowledge of understanding debits, credits, and adjustments.
- Knowledge of working office equipment (fax, copier, computer, scanner, and mail sorter).
- Assisted in managing the Purchasing Assistant on a day-to-day basis. Performs other duties as assigned.

Education

Associates in Art

BEVILL STATE COMMUNITY COLLEGE - Hamilton, AL

June 1996 to June 1998

High school or equivalent

HAMILTON HIGH SCHOOL - Hamilton, AL

August 1992 to May 1996

Skills

- Accounts Payable Processes.
- Accounts Receivable Processes.
- Invoices/Expense Reports/Payment Transactions.
- General Accounting.
- GAAP Standards & Government Regulations.
- Vendor Negotiations.
- Fixed Assets.
- Sales/Use Taxes.
- Payroll Processing.
- Records Organization.
- Journal Entries & General Ledger
- Bank & Accounts Reconciliations.
- Spreadsheets & Accounting Reports.
- Depreciation.
- Assist in month end/year end processes.

- Month End Analysis.
- Great Plains
- Microsoft Office