

# HEATHER BERARDI

**Address:** 418 Timothy Drive, Feasterville, Pennsylvania 19053

**Phone:** 215.828.9489 **Email:** hdberardi@gmail.com

## ACCOUNTS PAYABLE SPECIALIST

### QUALIFICATIONS PROFILE

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Goal-driven, highly innovative, and results-oriented professional with extensive experience in all aspects of accounting. Equipped with outstanding management skills for business operations while conceptualizing and enforcing innovative strategies to drive growth, increase efficiency, and ensure bottom-line results. Armed with problem-solving and critical thinking aptitudes in handling various responsibilities, managing challenging situations, and attaining outstanding results.

### CORE COMPETENCIES

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*Vendor/Client Setup  
Expense Reconciliation*

*Payroll  
Inquiries / Issues*

*Accounts Receivable/Payable  
Monthly Close-out*

### PROFESSIONAL EXPERIENCE

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#### CLOUD FRIDAY., REMOTE

##### **Accountant (Part-time)**

2018-Current

- Enter all credit card and banking transactions through QuickBooks Online and Xero
- Process and record payroll in QBO, SurePayroll, TriNet
- Record entries in General Ledger
- Enter Accounts Payable and Accounts Receivable in QBO/Xero and process as needed through Bill.com or client banking system
- Reach out to vendors as needed regarding outstanding bills and payments
- Manage client records and documents via Google Drive
- Prepare month-end financial statements
- Issue year-end 1099s and W-2s

#### NOVO NORDISK, INC., PLAINSBORO, NJ/TELECOMMUTE

##### **Accounts Payable Associate**

2017-2018

- Batched and coded high-volume vendor invoices
- Managed weekly check runs, domestic/international wires and employee expense reimbursements
- Prepared month-end reporting /analysis for management and presented quarterly updates to leadership team
- Monitored monthly prepaid transactions
- Gathered and processed annual 1099's and vendor W-9's
- Responded to vendor inquiries and employee concerns daily

#### JANSSEN PHARMACEUTICALS, INC., TITUSVILLE, NJ/TELECOMMUTE

##### **Compliance Lead**

2014-2016

- Monitored advisory board and speaker program details for data trending, and provided comprehensive assessments to senior leadership
- Developed and implemented training guides, SOP's, and work instructions for various healthcare compliance regulations
- Assumed responsibility for the creation of Tableau dashboards in monitoring updates and analysis for business review and senior leadership
- Presided over training sessions for internal employees regarding updates to federal regulations and state reporting requirements

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## Senior Analyst Financial Reporting

2009–2014

- Initiated temporary tracking system for global payments to Healthcare Providers (HCPs)
- Strictly adhered to reporting requirements of Corporate Integrity Agreement (CIA), federal and state, educational grants, and contributions reporting by managing comprehensive preparation of massive quantities of data
- Managed monthly close-out, Accounts Payable, Accounts Receivable, and contracting process for department
- Responsible for weekly check run for Accounts Payable
- Minimized reporting process time by 70% through the implementation of value stream process and Access database

## EDUCATION

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**Bachelor of Science in Accounting**  
Chestnut Hill College, Philadelphia, PA

## TECHNICAL SKILLS

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### *QUICKBOOKS ONLINE CERTIFIED*

*Microsoft Office Suite | Google Drive | Xero | NetSuite | Expensify | Bill.com | SurePayroll | TriNet | Slack*

\*Full home office equipped with high-speed internet, dual monitors, printer, scanner, and copier\*