

Louise Moore

Brooklyn, NY 11233

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Willing to relocate to: Jersey City, NJ - Long Island, NY - Brooklyn, NY

Authorized to work in the US for any employer

Work Experience

AP Clerk

Brookdale University Hospital Medical Center - Brooklyn, NY

May 2018 to Present

ACCOUNTS PAYABLE CLERK

Brookdale Hospital - Brooklyn, NY

June 2013 to May 2014

Brookdale Hospital

ACCOUNTS PAYABLE CLERK: 06/2013-05/2014

- Ensured the validity and accuracy of vendor invoices and credit memos received by department
 - Confirmed back-up documentation, accurate account coding, and required signatures for approval of requests
1. • Executed the timely and accurate processing of vendor invoices; Matched invoices to purchase

Accounting Coordinator

Alphacare/Magellan Health - Brooklyn, NY

February 2015 to April 2018

Accounting Coordinator-temp

Prepare check request in Lawson and assign accounting codes and scan to corporate accounts payable department for processing in. Provide necessary approval and supporting documents for all invoices. Handle vendor calls regarding payments to ensure invoices are process according to payment terms. Check all vendor inquiries non payment/credit holds. Follow up with purchasing department on expired purchase orders. Enter payments from lockbox into Care Compass, retrieve documents form OnBase. Request stop payments, verify paid invoices against GL at end of the month. Request W-9's update vendor records, assist in year end audits

ACCOUNTS PAYABLE CLERK

Brookdale Hospital - Brooklyn, NY

June 2013 to May 2014

Brookdale Hospital

ACCOUNTS PAYABLE CLERK: 06/2013-05/2014

- Ensured the validity and accuracy of vendor invoices and credit memos received by department
- Confirmed back-up documentation, accurate account coding, and required signatures for approval of requests

- Executed the timely and accurate processing of vendor invoices; Matched invoices to purchase orders
- Processed approximately 300+ invoices on a weekly basis in Lawson
- Processed approximately 100 check requests on a weekly basis
- Reviewed expense coding for appropriate cost center; Reviewed statements with invoices over 30 days
- Communicated and Resolved invoice and payment discrepancies with Hospital Managers and vendors
- Submitted stop-payment orders on checks issued to vendors where unresolved discrepancies existed

ACCOUNTS PAYABLE Specialist

Jamaica Hospital - Jamaica, NY

December 2011 to April 2012

- Processed check requests, employee reimbursements, and T&E/Travel and Expense records
- Managed petty cash funds; Sought approvals to dispense funds when cash requests were submitted
- Processed employee benefits; Assisted weekly payroll processing to ensure timely
- Processed approximately 400+ invoices on a weekly basis in Lawson and
- distribution of checks
- Assisted in year end accruals and 1099 distributions
- Investigated and handled vendors inquiries

Accounts Payable Supervisor

The Doe Fund

August 2007 to January 2009

- Reviewed processes and implementation of Lawson with changes within department for enhanced productivity
- Distributed workload among work group; Assisted team members in prioritization of assignments
- Was responsible for petty cash management, employee reimbursement, and Travel and Expense reports
- Responsible for administering and reconciling the corporate credit card accounts (American Express, Gas Cards, etc).
- Void checks and reinstate invoices for payment
- Set up check run, print checks for mailing
- Trained AP staff members on department protocols and in the use of Lawson computer software
- Entered purchase orders; P-Card accounts; Mortgages and Rents
- Audited invoices and expenses on a regular basis
- Handle all customers inquiries regarding payment and discrepancies

Senior Accounts Payable Specialist

Continuum Health Partners

September 1987 to August 2007

- Supervise and train 10 AP clerks including temporary staff
- Processed approximately 900+ invoices on a weekly for 6 hospital locations
- Resolve crucial credit holds and purchasing error for priority vendors
- Process check requests, travel reimbursements, petty cash and special funds accounts
- Resolve vendor inquiries to avoid credit holds
- Implementation of Oracle and training of the clerks

- Partnering with Purchasing, ensured contract pricing was consistent including researching paid history to recover lost monies due to a lag in paperwork where new pricing wasn't reflected on existing purchase orders as well as taking advantage of cash discounts wherever possible
- Resolve all vendor inquiries and discrepancies within 2 days
- Run cash forecasting report prior to printing checks
- Reconcile Vendor statements after 30 days
- Set up new vendor accounts and maintain vendor files
- Assist with monthly accruals and 1099 distribution at year end

Education

Bachelor of Science

Pace University - New York, NY

2006

Skills

- Oracle (5 years)
- Lawson (8 years)
- Microsoft (10+ years)
- payroll
- quickbooks
- accounts payable
- accounting
- Microsoft Office
- Bookkeeping

Additional Information

Software Skills: Microsoft Word, Excel, Oracle, Lawson, Quick Books and MIP