

# Mary Katz

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Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable/Accounting Clerk**

NY, Inc - Port Jefferson Station, NY  
May 2018 to Present

#### Accounts Payable Clerk

- Processing of Accounts Payable invoices on a daily basis using Yardi Voyager.
- Reconcile bank and credit card statements.
- Check runs.
- File and general office work.
- Open and distribute all incoming mail.

### **Substitute Clerical and Special Education Aide**

Three Village Central School District - Setauket, NY  
September 2009 to May 2018

- Performed clerical duties in school's main offices, Nurses offices & libraries.
- Assisted in classrooms & lunchrooms as a Special Education Aide.

### **Temporary Bookkeeper**

Coyle & Company Graphics - Hauppauge, NY  
March 2018 to April 2018

- Entered Accounts Payable invoices using QuickBooks.
- Employee expense reports.
- Check runs.
- Created purchase orders.
- Posted Accounts Receivable on a daily basis.
- Reconciled bank and credit card statements.
- Computed total time worked by employees, using calculator.
- Calculated and paid multiple state sales taxes.
- Opened and distributed all incoming mail.

Eastern Suffolk BOCES Instructional Support Center - Holbrook, NY  
September 2017 to February 2018

#### Per Diem Clerical

- Performed clerical duties as needed in the Career Tech Education Department.

### **Temporary Accounting Assistant (Payables and Billing)**

Clintrak Clinical Labeling Services - Bohemia, NY  
September 2015 to June 2016

- Data entry/process client invoices into CODA financial system.
- Reconciled daily shipments, billing packets and inventory receipts to ensure all jobs are billed.
- Reviewed client statements and resolved client disputes within a reasonable timeline.
- Processed Accounts Payable invoices on a daily basis.

### **Account Clerk**

SCOPE Education Services - Smithtown, NY  
November 2014 to June 2015

- Data entry and collections for student accounts.
- Reconciled petty cash and special event accounts.
- Processed orders for supplies and food for all programs.
- Filed and general office work.

### **Accounting Coordinator**

Matrix Investment Group - Port Jefferson Station, NY  
May 2013 to August 2014

- Processed 12 properties invoices, using Yardi Voyager.
- Processed employee expense reports in accordance with company policies.
- Generated check runs for all properties.
- Posted wire transfers.
- Reconciled various bank and credit card statements after EOM close.

### **Accounting Coordinator**

Plasma Automation, Inc - Bohemia, NY  
January 2012 to May 2013

- Processed all 4 companies invoices using Peachtree.
- Resolved purchase order, contract, invoice and payment discrepancies.
- Paid vendors by verifying federal id numbers, scheduling and preparing checks.
- Reconcile various bank and credit card statements after EOM close.
- Create invoices to be submitted to clients for payment.

### **Part Time Accounts Payable Specialist**

Greenview Properties - Bay Shore, NY  
September 2010 to November 2011

- Processed all 22 properties invoices, management fees and capital reserve payments using Promas.
- Assisted in the preparation of monthly financial statements by property and year end audits.
- Generated check runs for all properties.
- Maintenance of current certificates of insurance for all vendors.

### **Health Service Clerk**

Comsewogue School District - Port Jefferson Station, NY  
September 2005 to July 2009

- Processed all 6 school health office orders for supplies and equipment.
- Processed purchase orders using Finance Manager platform.
- Maintained monthly health reports for school health offices utilizing Excel.

### **Accounts Payable Supervisor**

Durst Organization - New York, NY

August 1993 to August 1999

- Supervised staff of three in Accounts Payable Department.
- Performed various functions relating to A/P, Job Costing and G/L.
- Reconciled various bank and petty cash accounts.
- Processed the month end closing and various reports.
- Verbal and written client communications.

## Education

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Benjamin Cardozo H.S. - New York, NY  
1984

## Skills

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- Yardi Voyager, Peachtree, QuickBooks, A/S 400, Promas, Outlook, Excel, Word, Financial Edge, Notary Public
- Accounts Payable
- AP
- Quickbooks
- Invoice
- Accounts Receivable
- Yardi
- Yardi