

Professional Advanced Accountant

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Objective

To obtain a professional career that allows continual development through challenging work assignments and advancement opportunities, along with strong interpersonal, communication and customer service skills.

Key Strengths and Skills

- Demonstrated work ethic in relation to performing duties and adhering to policy
- Strong interpersonal, communication, and customer service skills
- Solid computer skills with proficient use of MS Office (i.e. Word, Excel, PowerPoint)
- Problem analysis, use of judgment and ability to solve problems efficiently

Employment History

Account Analyst – Palm Beach Habilitation Center, Lake Worth, FL (August 2019 – Present)

Responsibilities include Accounts Receivable, Billing, Payroll, Budget development and analysis. Prepares Med Waiver Billing and process reconciliation and apply Med Waiver payments against invoice created in MIPS. Research and follow up on denied claims to respective directors. Utilize MIPS Accounting System.

- Prepare Med Waiver Billing for all programs and reconcile Med Waiver payments from the State System via Therap and apply A/R payments
- Research, notify and follow up on denied claims with respective directors
- Perform Bank Reconciliations through Accounting system MIPS
- Generated Accounts Receivable Aging Report and present report to CFO for approval
- Process Government related billings and audits to include: State County, Vocational Rehab, Schoolboard, and SAMH.
- Cross train team members to assure knowledge base coverage as needed
- Process payroll Client checks and updated W-4 information internally in Interact System.
- Process payroll reconciliation and payroll journal entries

Accounts Payable/Bookkeeper – Palm Beach Habilitation Center, Lake Worth, FL (April 2019 – August 2019)

Job duties include are not limited to:

- Process Accounts Payable in MIPS by entering invoices to vendor account and allocating invoice to correct general ledger account
- Uploading 1099 forms for the fiscal and recording the MIPS
- Assist with audits, accounts receivable and billing related tasks
- Assist with follow up on all customer past due invoices
- Prepare related analysis

Reason: Internal Promotion

Associate – State Farm, Palm Beach Gardens, FL (Part-Time/Temp Position) Supports answering phone calls, processing payments via credit card by phone, collections, upselling products and services such as life insurance, auto insurance and auto loans. Transferring calls to the licensed agent for enrollments in products and services maintaining proper back-up documentation.

AR/AP/Billing Accountant – Life Safety Management, Boynton Beach, FL (November 2017-January 2018)

Responsibilities included:

- High Volume Billing – Installation, Service, Suppression, and Telgian
- Verify customer billing address and service contract before setting up new customer in QuickBooks
- Respond to customers billing inquiries
- Manage tax exempt certifications and uploaded onto customer profile account
- Distribute invoices via Portal, Email and Mail
- Process Credit Memos/Write offs and cancellation of customer accounts
- Match Purchase Order number along with invoice and post all invoices
- Assist in sales tax
- Implemented monthly vendor reconciliation to ensure total amount disbursed by check and credit card matches bank and credit card account
- Scan check deposits in Bank electronically and match total amount deposited against the total amount applied towards invoices in QuickBooks
- Reconcile Vendor Statements
- Process cash receipts via check, credit card, ACH and apply payments towards customer invoices according to payment remittance
- Provides support for collection calls

Separation of Employment Reason: Laid Off No Reason

Senior Financial Analyst – Front Stream, Reston, VA (March 2016 – March 2017)

Duties and responsibilities:

- Process monthly chargeback reconciliation comparing Credit Card Merchant, Internal Accounting and Financial

Institution using V-Look Up in Excel to upload for deposits in accounting system.

- Access lockbox deposits daily and data entry each check according to the corresponding customer into Excel
- Responsible for various financial functions such as analysis, revenue forecasting, monthly cost review, overhead

cost review, and profitability.

- Creates, maintains, and updates financial databases and spreadsheets, and generates various financial reports.
- Provides second approval to initiate ACH to ensure the amount, routing number and accounting, recipient name is accurate.
- Represents chargeback dispute cases with a strong supportive documentation and written explanation of the charge that was authorized by the cardholder.
- Process Monthly Bank Reconciliation by comparing internal Accounting system transactions against the Bank Statement using Excel.

Separation of Employment Reason: Relocation

Education & Training

Northern Virginia Community College

Degree: Associates of Accounting

Certifications: Bank Secrecy Act Training and Office of Foreign Asset Control Training