

Patrice Scott

Chicago, IL

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To obtain a position in a financial role that will utilize and enhance my skills.

Work Experience

Accounts Payable Manager

Chicago - Chicago, IL

December 2014 to March 2020

EXPERIENCE

Manufacturing/Warehouse Industry, Chicago, IL

- Manage and process the full cycle of Accounts Payable (three entities)
- Perform QA/Audit involves prior to processing
- Process, code and post vendor invoices accurately to G/L
- Negotiate term agreements for vendor management
- Set up new vendor in the accounting system
- Research and resolve vendor issues or discrepancies as necessary
- Monitor Accounts Payable email for invoices
- Create billing invoices for Accounts Receivable invoices and send the invoices via email/mail
- Timely and accurate execution of month-end AP closing function
- Reconcile vendor/credit card statements(Monthly)
- Sales and Use Tax filing (Monthly)
- Enter inventory into the accounting system
- Prepare weekly check run for mail/approval
- ADP Payroll Independence contractors
- Oversee a staff of 2 A/P Clerks
- Implement new policies/procedures for the Accounts Payables process which will streamline the overall process of A/P.

On Call Staffing Supervisor (remote)

Parker Cromwell & Associates - Countryside, IL

August 2015 to October 2018

- Answer all after hours calls pertaining to:
- New Client work orders and caregivers staffing requirements
- Schedule Healthcare staff, create shifts via Edge system, and offer staff incentives to staff shifts in emergency case.
- Communicate with staff, caregivers,and clients via text message, email,and chat.
- Ensure that homecare schedules are complete and accurate in Clear Care
- Review Clear Care records daily to ensure that all staff are at clients as scheduled. Follows up immediately on any discrepancies.
- Reports any client or staff issues promptly to care plan manager/staff

Processor/Administrative Assistant, Operations Department

Northern Trust - Chicago, IL
September 2012 to November 2014

Process Trust, Estate, Wealth, and Portfolio Management transmittal forms

- Ensures Transmittal forms are in compliance with standard banking procedures
- Prep and Scan documentation for Imaging
- Communicate with internal partners regarding processing and indexing errors.
- Monitor and route Commercial/Retail loans
- Log and compile daily totals for management reporting
- Assist with correcting Processing Errors
- Other projects as assigned

Processor Accounts Receivable (Wholesale Lockbox)

Bank Of America (formally ABN-AMRO/La Salle Bank) - Chicago, IL
June 2003 to September 2011

- Process customer checks, cash deposit, and credit card payments
- Reconciled customer accounts
- Verify account information via cross-referencing checks and invoices
- Deposit customer payments into their accounts
- Ability to perform 10-key by touch with 98% accuracy at more than 8,000 keystrokes per hour.

Education

Master's in Financial Fraud Management

Saint Xavier University - Chicago, IL
September 2008 to May 2010

Bachelor's in Accounting

Saint Xavier University - Chicago, IL
August 2005 to May 2008

Skills

- Accounting
- AP
- Accounts Payable
- Data Entry
- Accounts Receivable
- Billing
- Quickbooks
- ADP
- Bookkeeping

Certifications and Licenses

Driver's License

Additional Information

SKILLS

INTERNSHIP SOS Children Village, Chicago, IL

Accounting Intern Non-for-Profit (8/07 -12/07)

- Assist with Account Payable
- Assist with account reconciliations
- Assist with preparing and mailing checks
- Produced spreadsheets that included all outstanding checks.
- Assist in preparation of the fiscal year-end audit year.
- Other miscellaneous project as assigned.