

Farah Sanon

Financial Analyst

Lehigh Acres, FL 33971

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2392480994

Financial Analyst

#readytowork

Authorized to work in the US for any employer

Work Experience

Accountant

Lee County Mosquito Control - Lehigh Acres, FL

March 2018 to Present

- Record daily financial activity in GL
- Create GL accounts
- Make adjusting journal entries
- Bank reconciliations
- Create Personnel Budgets
- Perform all aspects of bi-weekly payroll processing using ADP and Tyler Incode 10
- Responsible for accounts receivables/cash receipts
- Assist in preparing financial statements
- Administer retirement benefits,
- Assist with the management of capital assets
- Prepare balance sheet accounts
- Monitor fund balances of assigned programs
- Treasury management

AUDITOR

Data2logistics - Fort Myers, FL

October 2015 to March 2018

- Ensure that contracts and pricing agreements from the clients are current
- Inform clients of any unreasonable charges found on carrier invoices. After a thorough critique without a resolution, posts questionable bills for client review.
- Interact and establish relationships with the carriers to gain clarification or resolve discrepancies of pricing agreements. Possess knowledge about applying correct discounts per contractual agreements.
- Audit small package, LTL, TL and knowledge of other modes
- Use NMFC (National Motor Freight Classification) manual to correctly class LTL freight
- Identify and provide backup details to Claims Department for overpayments
- Handle balance due bills in a timely and expeditious manner
- Review accuracy of the freight rates set up in the system by the IT Department as needed, including EDI information

- Team up with the Account Coordinator in updating the client's internal processing instructions (ICP) for auditing
- Share any general carrier pricing issues or changes with other audit team members
- Work with the Rate Librarians to have current rates loaded or updated in the systems; will test any new or revised rates

OFFICE MANAGER/BOOKKEEPER

Accountemps - Naples, FL

June 2015 to October 2015

- Compile payroll data such as hours worked, taxes, and insurance to be withheld.
- Enter data into payroll system to compute wages and deductions Post data to payroll records.
- Review wage computed and correct errors to ensure accuracy of payroll.
- Prepare periodic reports of earnings, taxes, and deductions.
- Reconcile payroll amounts to general ledger
- Keep records of leave pay and nontaxable wages.
- Complete new hire documents and benefit enrollment periods
- Completed AIA payment to contractors
- Prorate expenses to be debited or credited to each department for cost accounting records.
- Managed the general ledger
- Completed Accounts receivable functions
- Completed Accounts payable functions
- Reconciled bank statements
- Pay suppliers.

Tax Collector

Palm Beach County - Lake Worth, FL

April 2014 to June 2015

- Created new driver licenses & cleared sanctions on licenses
- Created new vehicle, trailer, registrations
- Collected property, tangible, business taxes
- Created new business/occupational licenses
- Receptionist duties, checked customers into system, verified document, took messages, called customers to confirm appointments

ACCOUNTING SPECIALIST

GEO Group - South Bay, FL

August 2013 to April 2014

- Compiled payroll data and complete payroll for over 400 employees.
 - Prepared Payroll audits and Payroll reconciliations
 - Prorated expenses to be debited and credited to each department for cost account records.
 - Prepared and distribute Payroll checks
 - Computed and prepared payroll discrepancies for off cycle payments
 - Maintained P-card transactions and on Resolve
 - Created weekly reports
 - Month end inventory
 - Assisted with preparing and tracking monthly and annual budgets and forecasts
- Billing Clerk duties - Review OMRs and get approval to create. P.Os
- Create P.Os for all approved OMRs and get approval to fax PO. Log POs

- Match warehouse receivers and packing slips to POs
- Match Invoices to receivers and POs
- Complete Manday and Minority reports/invoices

Bookkeeping duties - Review invoices for accuracy

- Process invoices for approval to be paid
- Enter invoices in Infinium system to be paid
- Complete bank reconciliations
- Make bank deposits
- Maintain Medical and Food service log

Prepare sales tax report

Tax Collector

Palm Beach County - Belle Glade, FL

January 2012 to October 2012

- Created new driver licenses & cleared sanctions on licenses
- Created new vehicle, trailer, registrations
- Collected property, tangible, business taxes
- Created new business/occupational licenses
- Receptionist duties, checked customers into system, verified document, took messages, called customers to confirm appointments

ACCOUNTING SPECIALIST

Accountemps - West Palm Beach, FL

August 2008 to January 2012

- Timekeeping & Initialized payroll
- Audited payroll
- Payroll reconciliation
- Created PO & Ordered supplies
- Kept contact with vendors
- Created monthly PO paid/unpaid reports
- Matched packing slip to invoices to process for payment

ACCOUNTING SPECIALIST

City of Pahokee - Pahokee, FL

August 2007 to August 2008

- Initialized Payroll, used MainStreet Software and ADP PayExpert
- Printed Checks and Payroll Reports.
- Set up deductions, new hires and set up direct deposit.
- Reviewed Payroll reports for discrepancies if any and recorded errors.
- Processed and submitted new hire reporting,
- UCT-6 reporting, Quarterly 941 reporting, W-2 and W-3 printing.
- Completed employment verifications.
- Prepared reports and invoices for salaries grant reimbursement
- Created general ledger accounts and maintained ledger
- Matched invoices to receipts and PO and prepared invoices for payment
- Printed and mailed checks to vendors
- Bank reconciliations
- Maintained vendor records

- Completed month end closing duties
- Billing Interim Supervisor -
- Billed citizens for use of water utility.
- Recorded and verified cash receipts and cash reimbursements.
- Assisted in preparation of the annual budget.
- Created new customer utility accounts.
- Completed month end closing duties

DATA ENTRY, Data

2 Logistics - Fort Myers, FL
February 2006 to June 2007

- Freight Bill Processing and Bill review for contracted rate accuracy.
- Opened, scanned, and imaged the bills.
- Data Entry of the bills.

Education

Bachelor's in Science

Florida Atlantic University - Boca Raton, FL
December 2016

A.A in Accounting

Edison College - Fort Myers, FL
May 2007

Skills

- Excel (10+ years)
- Microsoft Office (10+ years)
- Logistics (7 years)
- Account Management (5 years)
- Accounting (10+ years)
- Bookkeeping (10+ years)
- Accounts Payable (9 years)
- Accounts Receivable (10+ years)
- Management (1 year)
- Teamwork (10+ years)
- Procurement (9 years)
- Administrative Support (10+ years)
- Avaya (8 years)
- Budgeting (2 years)
- Billing (2 years)
- Basic Computer Skills (10+ years)
- Basic Html (8 years)
- Customer Service (10+ years)
- Cash Handling (10+ years)

- Collections (10+ years)
- Auditing (2 years)
- Data Entry (10+ years)
- Data Analysis (10+ years)
- Database Management (5 years)
- Desktop Support (5 years)
- Dreamweaver (8 years)
- Documentation (10+ years)
- Document Management (10+ years)
- Content Management (9 years)
- Conflict Resolution (10+ years)
- Contract Negotiations (5 years)
- Financial Analysis (2 years)
- Filing (10+ years)
- Fireworks (8 years)
- General Ledger (10+ years)
- General Office Skills (10+ years)
- General Accounting (10+ years)
- Kronos (3 years)
- Notary Public (10+ years)
- Office Management (10+ years)
- Operations (2 years)
- Ordering (10+ years)
- Onboarding (2 years)
- Inventory (10+ years)
- Invoicing (10+ years)
- Inventory Management (10+ years)
- Powerpoint (10+ years)
- Payroll (10+ years)
- Pivot Tables (10+ years)
- Purchasing (10+ years)
- VLOOKUP (10+ years)
- Peachtree Accounting (1 year)
- Policy Development (5 years)
- Quickbooks (10+ years)
- Reporting (10+ years)
- Typing (10+ years)
- Vendor Management (10+ years)
- Word (10+ years)
- Windows (10+ years)
- Outlook (10+ years)
- Microsoft Excel (10+ years)
- Bank Reconciliation
- Journal Entries
- General Ledger Reconciliation
- Financial Statement Preparation
- Account Reconciliation
- Financial Statement Preparation

- Financial Report Writing
- GAAP (10+ years)
- Analysis Skills (10+ years)
- Financial Analysis (10+ years)
- Records Management (10+ years)
- Record Keeping (10+ years)
- Reconciliation (10+ years)
- Data Analysis Skills (10+ years)
- Data Mining (10+ years)
- VLOOKUP (10+ years)
- Pivot Tables (10+ years)
- QuickBooks (10+ years)
- Accounting (10+ years)
- Communications (10+ years)
- Statistical Analysis (10+ years)
- ERP Systems
- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Treasury Management (10+ years)
- Time Management (10+ years)
- Report Preparation (10+ years)
- Report Writing (10+ years)
- Reporting (10+ years)
- Forecasting (10+ years)
- Statistical Analysis (10+ years)
- Ad-hoc Reporting (10+ years)
- Communication (10+ years)
- Fair Housing Regulations (10+ years)
- Real Estate (10+ years)
- Microsoft Access (10+ years)
- Google Suite (10+ years)
- Payroll Management (8 years)
- Project Management (3 years)
- Tax Experience
- General Ledger Accounting

Certifications and Licenses

Notary Public

BLS/CPR

Driver's License

Assessments

Management & Leadership Skills: Impact & Influence — Proficient

May 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: https://share.indeedassessments.com/share_to_profile/9a13ca18713add33584195126c666608eed53dc074545cb7

Attention to Detail — Proficient

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/ce438320e85cceb09c6b95abee3d1c58eed53dc074545cb7

Human Resources Skills: Compensation & Benefits — Highly Proficient

May 2020

Knowledge of compensation and benefits programs.

Full results: https://share.indeedassessments.com/share_to_profile/b5aaf79eb438a514212888b41e67a91eed53dc074545cb7

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