

Amy Pietras

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Summary

Self-directed analytical thinker with over 10 years of professional experience in accounting and payroll administration. Trustworthy, resourceful, ethical, and discreet.

Key Accomplishments

Identified NY use tax calculation errors occurring in prior years. Initiated research and back-up documentation to file claim request resulting in refund in the amount of \$20,000.

Successfully maintained healthy cash reserve throughout critical, five-year, company startup at Axzo Press. Instrumental in creating business processes for a fast-paced entrepreneurial company: business documentation, accounting policies and procedures, and employee policy.

Experience

Oct 2019 to May 2020

United Carpet Brokers, Inc.

Rochester, NY

Full Charge Bookkeeper

- Full cycle accounts payable & receivable
 - Calculate and file NY sales tax
 - Calculate and file use tax on tangible property for Capital Improvement.
 - Prepare customer billing in QuickBooks Online
 - NY State Notary Public: Notarize AIA documentation. lien waivers, AIA billing
 - Month end reconciliations including bank & credit card statements
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Nov 2017 to Oct 2019

IP.Com

Fairport, NY

Staff Accountant

- Daily cash monitoring & transaction postings
 - Full cycle accounts payable & receivable
 - Calculate and submit payment for multi-state sales & use tax
 - Track and reconcile deferred revenue and prepare journal entry to record
 - Prepare month-end reconciliations, closing entries and adjusting journal entries as needed
 - Maintain and reconcile balance sheet and income statement accounts on a monthly basis
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Aug 2017 to Sep 2017

Accountemps

Rochester, NY

Accountant – temp assignment

- Cash management, posting bank transactions and credit card transactions
- Accounts payable

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- Reconciling inventory account to balance sheet
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Nov 2014 to August 2017

Omni-ID

Rochester, NY

Senior Accountant

- Cash management, posting bank transactions and performing monthly reconciliations
 - Reconciliation of sub-ledgers to general ledger
 - Accounts payable and accounts receivable entries including intercompany transactions
 - Assist in monthly and annual closing processes, including 1099 preparation
 - Payroll – back up to HR Admin using Heartland Payroll service
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Sep 2008 to Dec 2014

Axzo Press LLC

Fairport, NY

Senior Accountant/Assistant to VP of Finance

- General ledger maintenance, monthly closing, cash management, and bank reconciliations.
- Payroll, administration of employee benefits including insurance policies.
- Budgeting and reporting, including sales tax and preparation of work papers for annual audit.
- Annual 1099 preparation

Additional Skills & Qualifications

- QuickBooks (QB Online / Pro / Premier / Enterprise)
- Microsoft Dynamics (Great Plains)
- Microsoft Excel, Outlook
- NY State Notary Public