

Maria Brown

Grove City, OH 43123

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937-374-9228

Well-organized Accounting Clerk skilled at efficiently processing vendor invoices and maintaining up-to-date system. Capable of processing checks and producing aging reports, general ledger duties, accounts receivable, month end reporting, and account reconciliations.

Work Experience

Accounts Payable Clerk

Del Monte Fresh Produce - Columbus, OH

September 2019 to March 2020

- Handle high-volume invoice processing
- Assess data and information to check entries, calculations and billing codes for accuracy, three-way matching.
- Code invoices and other records to maintain organized and accurate records.
- Reconcile inventory counts in our system daily.

Accounting Associate/Office Administrator

Barrel and Boar - Gahanna, OH

May 2014 to September 2019

- Produced monthly sales and performance reports, supporting operational planning and strategic decision making.
- Prepare invoices and bank deposits.
- Process and monitor incoming payments
- Reporting and logging accounts receivables' data
- Create financial statements and other financial reports/ general ledger
- Secured revenue, accurately monitoring transactions and deposits to eliminate discrepancies.

Education

Bachelor of Science in Forensic Accounting

Franklin University - Columbus, OH

August 2021

Some college

Sinclair Community College - Dayton, OH

September 2014

High School Diploma

Bellbrook High School - Bellbrook, OH

May 2013

Skills

- Microsoft Office expertise
- Sales monitoring
- Bill payment
- Vendor account monitoring
- Payroll liabilities
- Year-end reporting
- Account management
- Petty cash disbursement
- Accounts payable/ Accounts Receivable
- Cash and Accrual based accounting