

Samantha Anderson

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#readytowork

Authorized to work in the US for any employer

Work Experience

Senior Accounts Payable Lead

Lancaster Farm Fresh Cooperative

August 2017 to Present

- Entering and processing approximately 400-500 invoices
- Processing and entering farmer payments and applying appropriate deductions to their payments.
- Accurately pricing member farmer invoices based on product received.
- Analyze, interpret, examine and reconciled account records.
- Reconciling bank accounts and making necessary corrections to ensure accurate records.
- Communicating closely with all departments concerning the most recent update to vendor accounts.

Accounts Receivable Lead

Lancaster Farm Fresh Cooperative

April 2015 to August 2017

- Processing, applying, and depositing a high volume of receivables.
- Updating new customer accounts and performing a credit reference analysis.
- Enforcing accounting policies and procedures in compliance to the company's business standards.
- Designed an organizational structure to sufficiently achieve departmental goals.
- Communicating closely with all departments concerning the most recent update to customer accounts.

Finance Intern

Turkey Hill Dairy

January 2014 to April 2015

- Assisting Accounts Receivable and Accounts Payable by creating sales orders, credit memos, and invoices.
- Shipping sales orders and billing processing in a daily/timely manner.
- Checking for shortages, overages and damages.
- Organizing customer information and creating spreadsheets to simplify customer accounts.
- Updating/entering various information into the computer system.
- Demonstrated strong communication skills in order to maintain a professional and friendly environment.

Education

Associate in Business

Harrisburg Area Community College - Lancaster, PA

March 2012 to September 2014

High school or equivalent

Columbia Jr./Sr. High School - Columbia, PA

January 2014

Skills

- Proficient in Microsoft Office Applications: Word, Excel, PowerPoint, Access, and Outlook
- Proficient in the Adage, FoodConnex, Sage and QuickBooks
- Customer Service and excellent communication skills
- Team and detail oriented
- Accounts Payable and Accounts Receivable
- QuickBooks
- Microsoft Office
- Credit Analysis
- Account Reconciliation
- Balance Sheet Reconciliation
- Journal Entries
- Balance Sheet Reconciliation
- Account Reconciliation
- Credit Analysis
- Accounting
- Bank Reconciliation
- General Ledger Accounting
- Financial Statement Preparation
- Microsoft Excel
- Administrative Experience
- Microsoft Word
- Microsoft Access
- Microsoft Outlook
- Accounting Software
- Accounting Software
- Bookkeeping
- Data Entry
- Computer Skills
- Administrative Skills

Certifications and Licenses

Driver's License