

# Rachael Doherty

Hamburg, NY 14075

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(716) 523-2474

## Work Experience

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### **Accounts Payable Specialist**

Sotek, Inc - Hamburg, NY

November 2017 to Present

Processed invoices and journal entries with efficiency and accuracy, resulting in decreased discrepancies.

Assessed data and information to verify entry, calculation and billing code accuracy.

Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.

Reached out to vendors and customers to verify information and follow up on client issues.

Generated and submitted invoices based upon established accounts receivable schedules and terms.

Organized budget documentation and tracked expenses to maintain tight business controls.

Prepared month-end closing entries for detailed reporting and recordkeeping.

Input financial data and produced reports using Sage.

Prepared and mailed invoices to customers, processed payments and documented account updates.

All office supply ordering

Managed all front end office tasks

Managed all petty cash, employee reimbursements, and employee checks

### **Billing Clerk**

Waste Management - West Seneca, NY

August 2012 to April 2015

Managed invoicing and payment processing operations.

Processed payment via telephone and in person with focus on accuracy and efficiency.

Collected data to complete detailed financial reports for stakeholders and management.

Executed billing tasks and recorded information in company databases.

Trained and mentored new team members and managers on accounts payable systems and policies to build cohesive groups and promote operational performance.

Utilized talents and expertise to complete on-time and accurate monthly closing processes, journal entries and accruals.

Daily use of AS400 and Sage (Peachtree)

### **Executive Assistant**

Victor Liberator Time Systems - West Seneca, NY

April 2010 to August 2012

Handled logistics, catering, agendas and scheduling for meeting and event planning for board of directors, president and executive vice president.

Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.

All company invoicing. Including but no limited to, accounts payable, accounts receivable, managing customer contracts and warranties.

Allocated executive tasks and managed complex calendars and administrative functions.

Responded to emails and other correspondence to facilitate communication and enhance business processes.

## Education

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### **Associate of Science in Communications**

Erie Community College - Orchard Park, NY

August 1997 to August 1999

### **Associate in Communication**

Notary of Public for New York State

## Skills

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- Entry verification
- Records coordination
- Invoice Processing
- Account Reconciliation
- Invoice and payment processing
- Peachtree proficiency
- ERP software
- Data Entry
- Sage
- Accounts Payable
- QuickBooks
- Accounts Receivable
- General Ledger Accounting