

Megan Fountain

Accounts Payable Processor - Aspen Dental

Syracuse, NY 13219

meganfountain4_pgj@indeedemail.com

(315) 383-6881

To obtain an accounting position where I can utilize my education and work experiences with opportunities for advancement

Authorized to work in the US for any employer

Work Experience

Accounting Clerk

ProAct Inc - Syracuse, NY

April 2017 to Present

I perform bi-weekly invoicing. Accounts receivable daily and accounts payable for Proact and Noble.

Accounts Payable Processor

Aspen Dental

June 2013 to April 2017

- Manage the payables for Five Star urgent care. I enter all the open invoices and run the weekly check run.
- Work with vendors and management staff daily. Having to juggle multiple tasks at once.
- I have to work with Great Pains, Excel and online based programmes.

Receiving Manager

Bed Bath & Beyond - Liverpool, NY

October 2006 to June 2013

Manage the stockrooms and inform associates on procedures specifically tied to damaged products and back stock

- Act as manager on duty each day, which includes key turns for register, supervise associates and interact with customers regarding concerns
- Responsible for tracking products that arrive in the store daily and price accordingly
- Conduct change orders and count money in the safe
- Involved with cashier audits

VA Hospital Syracuse, NY

Accounting Internship Spring 2012 semester

- Created Microsoft Excel spreadsheet tied to associate duties for specialty clinic
- Compared specialty clinic and eye clinic documents for variations in duties
- Developed Word document concerning summary of findings

Shift Supervisor

FedEx Kinko's - Mattydale, NY

October 2004 to October 2006

Opened and closed the cash register and store

Education

Associate of Applied Science in Accounting

Bryant & Stratton College - Liverpool, NY

August 2012

Skills

- Accounts Payable