

## HENRY "ANGELO" SMITH

I am a driven individual that is willing and prepared to take on any obstacle. When given the opportunity, I not only can execute but I seek out and complete challenges as they arise. I want to showcase my skills and build my financial knowledge as I grow and become an essential part within an Accounting Department and organization.

### PROFESSIONAL EXPERIENCE

#### **Colony Capital**

**December 2018 – Present**

*Accounting Manager (Contract)*

#### **72ANDSUNNY**

**April 2017 - November 2018**

*Accounts Payable Manager (Contract)*

- Managed Team of (4) Accounts Payable Employees
- Processed and managed Corporate Card Account
- Processed and Managed Employee expenses
- System Implantation
- Processed Checks, ACH, and wires (Domestic & International)
- Reconciliation of vendor accounts and freelancer account cleanup
- Created and streamlined Accounts Payable process to better suite SOX needs
- Managed production job budgets
- Ensured vendor and 1099 freelancer payments were paid in a timely manner
- Managed and tracked monthly disbursements and collections
- End of year 1099 reporting
- Managed company ticket system to ensure timely responses and inquiries for vendors and employees.
- Review and coding of invoices
- Processed, paid and closed purchase orders
- Month end, quarter end close
- Cash reconciliation
- Reconciled corporate accounts

#### *Key Accomplishments*

- Cleaned up vendor and freelancer accounts going back as far as (2) years
- Revamped the AP department to become fully functional and accurate in processing
- Increased accuracy in payments to vendor and freelancers reducing miscellaneous fees and costs
- Implemented payment processes reducing the cents per dollar per processing of invoice and payments
- Reduced Corporate card and employee expense accruals from \$3mill to \$300k within (8) months
- Cleaned up 1099 account from 2016-2017
- Tracked and monitored cash in / out for companies
- Repaired vendor / Freelancer relationships
- Created efficient processes for all departments that improved flow of the finance department and improved synergy.

#### **Boingo Wireless, Inc.**

**May 2016 – March 2017**

*Accounting Analyst (Contract)*

- Ensured all invoices for department were processed timely, accurate, and complete.
- Managed, processed, audited travel and expense reimbursement submissions
- Reconcile invoices, statements and verify balance on general ledger
- Maintained all vendor files assigned to role
- Batch, code, and prepare invoices according to company guidelines
- Managed all broadband circuit accounts
- Managed and oversaw all (HSO) overseas vendor accounts

- Processed and prepared checks, wire, ACH payments for authorization and payment
- Assisted manager with monthly accrual reporting
- Developed and implemented data analytics and other strategies that optimized statistical efficiency and quality
- Filtered and reviewed data by reviewing reports to locate and correct code problems
- Ensured good working relationships with all vendors

*Key Accomplishments*

- Reduced accruals from \$250k to \$33k
- Cleaned up various accounts with vendors
- Streamlined employee reimbursement payment system by 80%
- Reconciled many broadband and (HSO) accounts from years behind to current
- Created smart sheets to efficiently increase processing and payment rate and decrease major and minor errors

**Wood, Smith, Henning & Berman LLP**

**February 2010 – April 2016**

*Accounts Payable Lead*

- Oversee the timely and accurate processing of vendor invoices for national law firm with over 200 attorneys across 17 offices.
- Ensure accurate and compliant accounts payable invoices and records in accordance with firm policies, processes and client litigation guidelines.
- Ability to maintain over 1,500 invoices per month with a 99% accuracy.
- Responsible for past-due vendor invoice reconciliation for all 17 offices.
- Address escalated issues from vendors regarding payment of invoices by acting as liaison between resources and vendors.
- Adhere to client guidelines so that all special handling invoices are current and processed properly and timely to ensure accurate billing and proper file closing.
- Handle the processing, verification and maintenance of invoices interfacing extensively with vendors.
- Research and solve billing problems by correcting invoicing and entry errors that have been previously made.
- Responsible for entering and processing new vendor accounts.
- Review pre-bills by tracking and reporting write-offs that have been deducted and/or adjusted.
- Assist the Director of Finance with various projects and reports.
- Work directly with partners to resolve escalated issues.
- Serve as Cost Administrator for various clients.
- Oversee 4 Accounts Payable Staff

*Key Accomplishments*

- Processed over \$45 million dollars maintaining a 99% accuracy rate over the last 5 years.
- Cleared 75% of past due invoices spanning over 1,100 vendor accounts over the last 5 years.
- Recovered over \$1M in over payments and refunds.
- Improved invoice accuracy by conducting a thorough SWOT analysis on the AP department.
- Recommended processes that were implemented within the Accounting Department to improve efficiency and accuracy. Resolved years of backlog work in disarray.
- Quickly mastered new systems, processes and workflows.

**EDUCATION**

University of Phoenix - Business Management

2015