

# Preethi Srikanth

## Accounting Specialist

Frisco, TX 75035

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503-710-4654

Utilize my Accounting experience and expertise in multiple systems (QuickBooks, Mincron (AS400), and other systems to assist in Accounts Payable (AP), Accounts Receivable (AR) and Financial Reporting

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### Accounts Payable Specialist

Beacon Roofing Supply - McKinney, TX

November 2019 to March 2020

- Sorted, distributed and processed all incoming mail containing invoices, statements.
- Scanned, reviewed and verified invoices and supporting documents into the company's document management system ("Intellichief")
- Indexed invoices, check requests, petty cash requests for approvals and to process payments in Mincron system
- Verified Vendor files in Mincron system
- Attended Team meetings on process improvement and process control
- Helped implement new invoicing scheme to expedite payments
- Researched outstanding, short payments, variances etc.
- Communicated with the Branches and vendor to ensure payments are getting processed in a timely manner
- Learnt new processes, and collaborated with teams to enable enhanced workflows

### AP/AR Specialist (Contract)

NexRev Inc - Richardson, TX

June 2019 to August 2019

- Conducted Daily cash and bank reconciliations
- Interacted with Project Managers on a daily basis
- Entered financial information into Quick Books on a daily basis
- Reviewed and reimbursed expense reports for Technicians and Project Managers on a weekly basis.
- Entered credit card information into financial software on a weekly basis
- Performed credit card reconciliation on monthly basis
- Performed check runs on weekly basis using Pivot tables
- Verified and validated General Ledger codes as part of Report verification
- Made payments to the vendors on a weekly basis as per Controller's approval
- Conducted 3-way match on Invoices to ensure readiness for payment
- Worked closely with the Controller to troubleshoot any AP related issues

## **Accounts Specialist**

JW LOGISTICS - Frisco, TX

February 2018 to May 2019

- Created financial reports and supported all areas of responsibility within a 13 person AP team
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Processed journal entries and perform accounting corrections to ensure accurate records
- Prepared weekly settlements for carriers and verify contractor rates for accuracy and settled disputes
- Generated AP aging reports to prioritize and expedite payments
- Assisted in cash flow projections and budget allocation for monthly payments

## **Accounting Specialist**

Rock n Concepts - The Colony, TX

November 2016 to October 2017

- Supported book keeping for 15 restaurants under the group
- Handled and Verified all billing from Vendor Sites
- Sorted, coded and matched invoices
- Responsible for ensuring Vendor payment after confirmation
- In charge of exporting the data from Point of Sale (POS) Software on a daily basis into Excel
- Reconcile all the accounts, and also managed payroll for the company
- Entered journal entries and coding to the correct accounts
- Worked with auditing firms to flag any discrepancies
- Reported out errors and inconsistencies in billing
- Conducted Check runs done twice in a week.
- Checked and Verified Profit and Loss (P & L) and Balance sheet on a regular basis
- Responsible for Month-end closing
- Performed Payroll entries and validation using the Payroll system "Ameriflex"
- Provided help with 1099
- Provided AR and Billing support - Entered customer payments into system on a daily basis. Track all money received and prepared deposits
- Initiated collections proceedings against accounts past due for more than six months
- Developed reports to detail aging and past due accounts and passed on recommendations to Senior Management

## **Accounting Coordinator**

Vaithy Inc - Beaverton, OR

September 2013 to December 2015

- Ensured accurate and timely processing of accounting data.
- Performed accounts receivable and accounts payable functions, balanced cash, and posted sales invoices
- Sorted, coded and matched invoices
- Researched account transactions to identify and resolve discrepancies.
- Collaborated with team members throughout all phases of billing and collections
- Performed reconciliation on Bank and Credit card accounts
- Prepared Financials for the Accountant

## Education

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### **Bachelor's in Economics and Accounting**

University of Bombay - India

## Accounting Licenses

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### **Accounting Clerk**

State: OR

## Skills

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- ACCOUNTING (5 years)
- EXCEL (7 years)
- QUICKBOOKS-All versions (6 years)
- Reconciliation (3 years)
- Accounts Payable (4 years)
- Accounts Receivable (3 years)
- Bookkeeping (3 years)
- General Ledger (3 years)
- Auditing (1 year)
- Microsoft Excel
- Journal Entries
- Bank Reconciliation
- Account Reconciliation
- Document Management Systems
- Office Management
- General Ledger Reconciliation

## Additional Information

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### Skills

- Microsoft Word
- Microsoft Excel(Intermediate-Advanced)
- Microsoft Access,
- Microsoft PowerPoint, Microsoft Outlook Express
- Operating Systems: Windows XP, Windows Vista, Windows 7.
- Accounting Software: Quick Books Pro/Premier, Quick Books Enterprise.(All versions)