

Rebecca Nitzh

Administrative Assistant

Clinton Township, MI 48036

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5866252793

Experienced accounts payable specialist with a demonstrated history of working in the automotive and printing industries. A strong administrative professional with a background in accounting and finance.

Authorized to work in the US for any employer

Work Experience

Accounting Assistant

Macomb Powersports - Chesterfield, MI

July 2018 to August 2019

- Verify employee expense reports
- Prepare vendor checks
- Reconcile monthly statements
- Complete month end process and prepare related reports
- Reconcile flooring plan monthly
- Pay units off as sold

Accounting Assistant

Sequoia Tool - Clinton Township, MI

August 2017 to June 2018

- Assistant to the Chief Financial Officer
- Process accounts payable invoices from entry to payment
- Follow up on unverified balances when required
- Reconcile monthly statements
- General administrative tasks to assist CFO

Accounts Payable Leader & Lease Admin

Premier Business Products - Troy, MI

January 2014 to July 2017

- Verify & process all incoming AP invoices.
- Reconcile monthly bank statement
- Submit customer credit applications to finance companies for approval
- Create lease documents upon application approval.
- Submit finalized documents to the bank for funding.

Education

High school or equivalent

Warren Woods Tower High School - Warren, MI
June 2010

Skills

- Accounting
- Accounting and finance
- Accounts payable
- Finance
- Printing
- credit
- Microsoft Word
- Outlook
- Billing
- MS Office
- General Ledger Accounting
- Accounts Receivable
- QuickBooks
- Bookkeeping
- Financial Report Writing
- Administrative & Business Operations (4 years)
- Account Reconciliation
- Auditing
- Balance Sheet Reconciliation
- Bank Reconciliation
- Journal Entries
- Office Management