

Geri Myers

Erie, PA 16509

gerimyrs9_fru@indeedemail.com

814-449-1596

Experienced Bookkeeper / Accounts Payable Specialist seeking a challenging opportunity where I can utilize my skills and strengths. Dedicated to achieving employer and customer satisfaction by surpassing company expectations. Self-starter, flexible, independent and organized. Disciplined at working remotely and independently while participating as a collaborative team member.

#readytowork

Authorized to work in the US for any employer

Work Experience

Voucher Examiner (telework)

Erie VA Medical Center - Erie, PA

August 2014 to Present

- Utilizes several computer applications and programs, including databases, spreadsheets, and accounting software.
- Receives, and verifies invoices for Clinical Services. Assure services were provided and accurately billed. Determines the appropriate fund control point affected, debiting and crediting entries accordingly.
- Responsible for tracking the enrollment or disenrollment roster for Veterans - prepares the monthly billable roster to include the list of Veterans who were removed the previous month due to death, relocation or transfer of care to another VA facility.
- Manages invoices and contracts associated with vendors to ensure timely payments for services.
- Ensures the timely preparation and compliance of all financial reports for the department.
- Remains up to date with the new contracted payment prices for each option year renewal and/or start of new contracted services.
- Approves payments through the Invoice Payment Processing System (IPPS) or by using a government issued Visa credit card.
- Maintains multiple excel worksheets to track department budget, track invoices for timeliness in completion to avoid interest charges. Enter workload data for each contracted service.
- Resolves contract / payment issues with contracted vendors.
- Reconciles bank and credit card accounts - creates monthly purchase orders, processes and tracks credit card payments and refunds.
- Assists the Clinical Services Officer by researching / collecting information needed to create estimates, proposals, submittal packages and contracts.
- Responds to inquiries from contractors, vendors and office staff regarding contracts or invoices.
- Reviews all Undelivered Orders (UDO's) and Accounts Payable (AP)
- Utilizes the Document Management System (DMS) Central Intranet Web-Site to review payment history of various purchase orders.
- Other administrative tasks as needed.

Bookkeeper / Executive Assistant (remote)

Literacy Design Collaborative - New York, NY

January 2016 to February 2020

- Recorded day to day financial transactions and completes the posting process in QuickBooks Online.
- Maintained records by electronically filing documents utilizing Dropbox.
- Created monthly financial statements.
- Reconciled bank accounts to ensure accuracy.
- Created and maintained vendor and/or donor records, including contact information and payment terms.
- Prepared 1099's
- Other administrative duties as assigned.

Program Support Assistant

Erie VA Medical Center - Erie, PA

April 2009 to August 2014

Erie, PA 16504

April 2009 - August 2014

Hours per week: 20

Title: Program Support Assistant to Chief of Pathology & Laboratory Medicine

- Completed all administrative tasks for the program to include creating various letters and memorandums, updating policies and standard work practices, as well as assist with reports and proposals that contained sensitive information and was subject to privacy act requirements.
- Maintained multiple calendars, planned & scheduled meetings, and made travel arrangements.
- Collected, compiled and tracked data and statistical information pertinent to quality & performance improvement/initiatives.
- Served in a liaison capacity inside and outside the organization for the purpose of receiving or providing information.
- Managed lab data utilizing electronic files for the Clinical Laboratory Manual, policies and procedures.
- Received, examined, and verified invoices for P&LM. Assured services were provided and accurately billed. Determined the appropriate fund control point affected, debiting & crediting entries accordingly.
- Managed paperwork and contracts associated with vendors and ensure timely payments for services.
- Ensured the timely preparation and compliance of all financial reports for the department.
- Paid vendors through the Invoice Payment Processing System (IPPS) or government purchase card.
- Recorded payments utilizing an excel Budget Worksheet. Tracked for timeliness in completion to avoid interest charges. Enter workload data for each contracted service.
- Resolved payment issues with vendors via phone or email.
- Created monthly purchase orders and reconciled bank and credit card accounts.

Education

Associate's Degree in Business Administration

New England College of Business and Finance - Boston, MA

Skills

- Account Reconciliation
- Bank Reconciliation
- Document Management Systems
- Accounting Software
- QuickBooks
- Accounts Receivable
- Accounts Payable
- Microsoft Office (10+ years)

Assessments

Accounting Skills: Bookkeeping — Highly Proficient

March 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/ce3e4b867c3bc7ebf8cc7ca0fb336d38eed53dc074545cb7>

Data Entry Clerk — Highly Proficient

May 2020

Maintaining data integrity by detecting errors.

Full results: <https://share.indeedassessments.com/attempts/8ade0744d3923020ab3b43e0b2df784aead53dc074545cb7>

Work Style: Conscientiousness — Highly Proficient

March 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: https://share.indeedassessments.com/share_to_profile/4e3746ef6c600694f569bbe619b021a1

Proofreading — Proficient

May 2020

Proofreading written texts.

Full results: https://share.indeedassessments.com/share_to_profile/8e7965ac7afd2ffbcd979ebd54606563eed53dc074545cb7

Principles of Accounting — Proficient

April 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/fd54d82cec65929eb71d09b1d3603887eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.