

Michelle Fuller

Project Accountant/Accounting Assistant

Santa Fe, TX

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Work Experience

Project Accountant/Accounting Assistant

IBI Group, Inc

2009 to 2018

Perform, delegate and oversee all accounting duties to insure that month end deadlines are met

Accounts Payable

Enter vendor and consultant invoices into two accounting systems (Ajera and BST) and process weekly

check runs

Reconcile and pay credit cards

Keep track of consultant insurance certificates to insure they are current

Review consultant invoices to insure the fee, previously billed amount and percent they are billing are correct

Contact consultants regarding problems with their invoices and follow up to insure it is resolved

Review and approve employee expense reports for payment

Handle petty cash and balance it monthly

Review and research statements

Request W-9 forms from new vendors and consultants

Balance and Post inter-company items

Send 1099's and 1096's yearly

Accounts Receivable

Create client invoices

Make remote deposits and post in system

Contact clients to resolve issues of invoices not being paid and resolve problems

Create pay apps and other required documents to send with invoices

Payroll

Review and approve timesheets weekly

Enter timesheet information into spreadsheets and run reports to balance hours, sick, vacation, etc.

Prepare ADP spreadsheet to send to corporate for bi-weekly payroll

Human Resources

Create and maintain paid time off spreadsheet for all employees and balance it weekly with payroll

Provide employees with their paid time off hours and hours they need to use before year end

Answer employee questions regarding benefits and refer them to the correct corporate liaison

Maintain and update spreadsheet with employee information and emergency contacts

Maintain and update spreadsheets with employee benefits to reconcile with insurance invoices

Request required paperwork and items from new hires, provide them with new hire packets and set them up in the system

QuickBooks

All accounting in QuickBooks for two tournaments a year including financials to Management
Attend meetings to create and update budget and oversee expenses being incurred to insure best profitability

Miscellaneous

Set up projects including budgets with consultant fees, hours and intended profit
Maintain & update projects budgets due to change orders, amendments to the contract and actual fees once the contract is bid
Monitor total percentage of consultant fees on each project to insure project wasn't going over budget

Create spreadsheet for yearly Management retreat showing each project, total fee, all consultant fees and profit or loss incurred

Keep spreadsheet of licenses and memberships that employees and company have, pay when they are due and continually update spreadsheet

Review general ledger accounts at month end to insure invoices are posted correctly

Assist in month end close out

Accounting Specialist

Resource Management Partners, Inc
2007 to 2009

Responsible for all aspects of Accounts Payable and Accounts Receivable including posting journal entries and reconciling of the General Ledger. Filled in as Payroll backup when the position was empty

Accounts Payable Specialist

Control Company - Friendswood, TX
2002 to 2007

Responsible for all aspects of Accounts Payable including paying vendor invoices, utility bills, freight bills, wire transactions, expense accounts, credit cards and petty cash. Determined due dates, discount periods and general ledger coding and post accordingly. Create discrepancy letters to be remitted with payment regarding price differences, overcharges, incorrectly billed freight charges, etc.

Filed claims with freight companies and follow up for resolution. Balance charge summaries, including cost of material; correct bill of material and post cost adjustments as needed. Question differences in vendor packing list and receiving entries. Instruct recounts when necessary. File shortage discrepancy

notices with vendors. Assist with month end close.

Additional qualifications include:

- Answered calls to provide customer service regarding status of orders and tracking information.
- Responded to questions regarding company policy and procedures from other accounting personnel and other departmental managers and directed course of action.

- Trained 5+ employees in Accounts Receivable and performed the duties of the position off and on over the 5 years when the position was vacant including processing deposits, credit card, advance payments and wire transactions. Process customer requests to open new accounts, check credit references, review and set up accounts accordingly. Research customer complaints regarding shortages or over shipments. Create chargeback invoices for invalid discounts taken by customers. Send DUN notices and perform collection actions on past due accounts. Review month end reports and make adjustments and. Assist with month end close.
- Trained 2 employees in General Accounting and performed the duties of the position when it was vacant including order entry, invoicing, creating work orders, posting completions to work orders and adjusting bill of materials inventory.
- Downloaded employee time sheets, reviewed any discrepancies with managers, edited it appropriately and ran daily, weekly and pay period reports.
- Was given a variety of special projects by many departmental managers with the knowledge they would be completed promptly without the need to follow up.
- Created Procedure Manual for all departments of Accounting when the company changed to a new accounting system and continually updated the manual.

Homemaker

Homemaker - Houston, TX
1996 to 2002

*Please note: During this period, I chose to stay home with my sick child and return to the work place at a more appropriate time for my family.

Spectrum Corporation

Manufacturer of scoreboards, electronic displays and distributor of commercial grade playground equipment

Accounts Payable and Administrative Assistant to an Owner

1992 to 1996

Performed all aspects of Accounts Payable. Kept accurate balances for two accounts and transferred money when needed. Provided administrative assistance to one of the owners of the company. Filled in for Accounts Receivable when needed. After resigning from this company, I remained in my position for 3 additional months in order to review and train my replacement.

Accounting Clerk

Child's, Fortenback, Beck & Guyton
1986 to 1992

Performed Accounts Payable, Accounts Receivable, collections and entered attorney's time.

Education

High school or equivalent

Skills

- Deltek
- Quickbooks
- Accounts Receivable
- Accounts Receivable
- Accounts Payable
- Sage
- AIA

Certifications and Licenses

Will provide upon request.