

Tonya Nelson

Hoover, AL 35244

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(205)-907-9889

Highly accomplished professional with diverse experience and education in business administration. Outstanding project and team leader, customer service oriented, and organized time manager.

Authorized to work in the US for any employer

Work Experience

Staff Accountant

California Commercial Investment Group - Westlake Village, CA
2019 to Present

- Completing AR/AP functions daily
- Monthly bank and mortgage reconciliation
- General Ledger posting and tie-outs
- Posting of monthly recurring items
- Preparing financial reports
- Review monthly Rent Collections
- Assisting in audits and tax returns
- Vendor management
- Various clerical duties
- Perform other related duties as assigned

Accounting Assistant II

Jefferson County Commission - Birmingham, AL
2017 to 2019

- Communicating with internal and external individuals to obtain and provide information
- Researching information to solve problems and answer questions posed by employees, vendors, or the general public
- Performing administrative tasks

- Processing payments by preparing, documenting, and rectifying disbursements to employees, citizens, and/or businesses
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Request W-9 from vendors for taxpayer identification number and certification
- Complete and submit New Vendor Forms to add or update vendor information
- Process monthly accounting reports (purchase order receiving and delayed report)

Accounting Specialist

Regions - Birmingham, AL
2014 to 2017

- Prepare and scan documents for data capture Kofax.
- Data entry in Accounts Payable (AP) Infor and Kofax application.
- Classify and validate invoices for payment in Kofax.
- Create and submit daily spreadsheet of processed invoices.
- Research and process duplicate invoices from the AP Error Log Report.
- Research outstanding and past due invoices.
- Communicate with internal and external customers regarding outstanding, pending invoices and payments.
- Assist with AP customer service calls and emails.
- Train new employees and pre-existing employees on new software system.

Tax and License Coordinator

Quality Restaurant Concepts - Birmingham, AL
2014 to 2014

- Ensure monthly and quarterly sales and use tax filings, including compilation of data reports required to support sales and use tax; process payments via sales tax forms and/or electronically for multiple restaurant locations (city, county, and state).
- Renew annual business/privilege licenses, food permits, and liquor by the drink licenses for multiple restaurant locations (city, county, and state).
- Reconcile daily bank deposits and monthly credit card statements for multiple restaurant locations.
- Process Work Opportunity Tax Credit applicants (restaurant employees), including creating compliance reports, priority reports, and required missing information reports to submit to the district, regional, and general managers for each restaurant locations.
- Process Tip Make-up Reports for multiple restaurant locations.
- Setup up new alarm accounts and passcodes for new restaurant locations via Protection 1 and Tyco Security.
- Developed and maintained all reports utilizing Microsoft Excel.

- Maintain and organize files.

Administrative Assistant/Data Entry Clerk

Miles College - Fairfield, AL

2012 to 2014

- Adeptly handle administrative matters including screening calls, managing calendar, planning meetings and events, making travel arrangements (international and domestic travel), composing documents and organize office for efficiency.
- Receive, match, process, and distribute departmental documents and forms; Maintain multiple department budgets; Prepare departmental requisitions and request for funds documents for purchase order generation for the procurement of materials, supplies and other purchases; Create and process travel expense and travel advance reports; Perform inquiry and input on the AS400 administrative software system as required.
- Maintain and file documents in filing system, including established department computer databases as assigned.
- Verify, create, and maintain documents such as time sheets, time and effort forms, Absence Reporting and Vacation Request forms, and other related documents.
- Assure timely distribution of reports, agendas, and minutes; collects, compiles and disseminates materials.
- Create and post job announcements on an Internet employment site; Search the Resume Database for potential candidates.
- Trained and managed interns and assigned daily activities.
- Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

Accounts Payable Specialist

Alscan - Birmingham, AL

2004 to 2012

- Managed the payments made by the company to vendors - Compared and verified the records and bills of vendors and issued payments.
- Maintained records of all payments made - Ensured the accuracy of the amounts entered in the records and invoices of the firms.
- Set appointments with the vendors by phone and in person to discuss the bills payable when necessary.
- Sorted issues with figures and incorrect amounts entered in the bills/invoices.
- Received all vendor calls; sorted and responded to queries regarding payments.
- Input, maintain, retrieve, and analyze data and requests in designated system (e.g., entering new customer and vendor accounts, processing vendor invoices for payment, ensure timely payments of vendor invoices).

- Process and receive purchase orders; Prepare bank deposits, reconcile bank statements and credit card statements; Process monthly accounts payable reports, and various expenditure reports; Provide administrative support to the various departments, and other related job duties as assigned; File and pay sales taxes monthly, file and pay business licenses annually; Create and mail customer statements, invoice customers, process customer's checks and credit card payments.
- Trained employees and interns.
- Managed interns.
- Assist with implementing a customized A/P system.
- Maintain and organize files, order office equipment and supplies.

Education

Bachelor's in Business Administration

University of Phoenix - Phoenix, AZ

April 2008 to March 2011

AAS in Office Administration

Shelton State Community College - Tuscaloosa, AL

2002

Skills

- Journal Entries
- Bank Reconciliation

Assessments

Customer Focus & Orientation — Highly Proficient

September 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/67401dbb24ff3772dc5b66a2ce1f9128eed53dc074545cb7

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