

Arlene Bowman

AP Accountant

Factoryville, PA 18419

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#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounts Payable Accountant

BRANCH GROUP - Roanoke, VA

September 2018 to April 2019

Managed and timely processed high volume of invoices (at least 500 invoices per week).

Daily keyed invoices into the Viewpoint (Accounting Software).

Assisted with weekly payment runs, with sending out checks with required support.

Communicated, analyzed, investigated, and resolved issues, errors or discrepancies on the invoice.

Reconciled accounts at month end by reviewing monthly statements.

Provided clerical support including filing of all vendor documents.

Accounts Payable Officer

VA SHARED SERVICES - Daleville, VA

December 2017 to July 2018

- Temporary Assignment

Performed three-way match between vendor invoice, purchase order, and received report from the system to ensure they match policies and procedures.

Provided prompt, accurate, courteous, and professional customer service to all internal and external vendors.

Acted as the liaison between vendors and agency personnel for researching and resolving inquiries regarding the status of disbursements via Oracle PeopleSoft AIS and VA website.

Credit Analyst

PLY GEM, INC - Rocky Mount, VA

August 2017 to December 2017

— Temporary Assignment

Assisted A/R Manager in obtaining resolution for accounts that needed additional review.

Processed accounts receivable invoices from contract review to routing invoices to customers for payment.

Managed unbilled receivable balances to ensure timely invoicing.

Contacted customers regarding overdue accounts and determined the reasons for non-payment.

Reconciled customer accounts and resolved discrepancies.

Performed required customer maintenance on accounts.

Reviewed commercial customer accounts to identify and selected delinquent accounts for collection.

Maintained documentation of accounts receivable procedures.

Staff Accountant - Salaried/Full-time

DANCHEM TECHNOLOGIES, INC - Danville, VA

October 2016 to May 2017

Performed three-way match between vendor invoice, purchase order, and received reports to ensure they matched policies and procedures.

Keyed, processed and ensured invoices are coded to the correct general ledger account.

Reviewed invoices for appropriate documentation and approval prior to payment.

Audited freight bills for valid shipping documents and general ledger coding base on type and purpose of shipments, and ability to follow through with necessary research or investigation.

Handled vendor's inquiries and followed through to completion.

Maintained files and documentation thoroughly and accurately, in accordance with company policy and generally accepted accounting practices.

Handled 1099, W8/W9 requirements and other duties may be assigned to meet other needs.

Processed invoices, check request, travel reimbursements, wire transfers for payments and checked run weekly.

Added new suppliers to the database or updated any necessary changes.

Reconciled vendor statements and resolved discrepancies if there is any.

Handled accounting work necessary to ensure accounts payable are processed in a timely and efficient manner.

Processed payroll for hourly and salary employees and solved any issues as it may arise using ADP and Kronos. Interacted/ helped the employees with all their concerns and issues in regards to their salaries or setting them up to the payroll systems.

Helped to key the inventory count to Chempax software.

Claims Support Specialist

RISK MANAGEMENT PROGRAM - Roanoke, VA

January 2016 to September 2016

- Temporary Assignment

- Verified and documented claims for eligibility.

- Processed invoices from different providers such as hospitals, investigators, legal, pharmacies and some other government agencies.

- Reviewed claims to process, to prevent fraud and duplication.

- Communicated, analyzed, investigated, and resolved any issues such as errors, discrepancies, and duplication to the providers and to the third-party insurers.

- Created patients detail medical notes from their physicians attached documents.

Accounts Payable Clerk

PETROLEUM MARKETERS, INC - Roanoke, VA

March 2015 to June 2015

- Contract Assignment

- Assisted the Assistant Controller and Accounts Payable Supervisor in preparing reports.

- Audited, reconciled the real estate amortization, prepared personal property tax and tangible personal property tax.

- Keyed credit card transactions and reconciled bank transactions.

- Monitored invoice payments, reviewed for consistency and accuracy, reconciled all the payments thru the accounts payable report (Vendor History Report) using Advanced Digital Data Accounting software.

Health Information Management Clerk

LEWIS-GALE HOSPITAL - Salem, VA

2014 to 2015

- Temporary Assignment
- Analyzed patient's diagnoses through their clinical charts.
- Keyed and consolidated the medical records of the patients to eClinical Works software.
- Maintained compliance and HIPAA regulations.

Accounting / Data Entry Clerk

CITY OF ROANOKE - Roanoke - Roanoke, VA

2011 to 2013

- Temporary Assignment
- Helped the Accounting Supervisor and Accountants in preparing reports.
- Keyed and processed journal and reversal entries using Advantage Systems and Laserfische.
- Keyed and updated new fixed asset purchases in addition to the Advantage System.
- Prepared and retrieved invoices if has been paid, verified ownership, and processed lien request.
- Keyed data for nuisance abatement liens. Converted 40,000 documents with TIF file to PDF file using Permit Plus program. Scanned, sorted, filed and sent documents to storage.

Revenue Officer - Salaried/Full-time

BUREAU OF INTERNAL REVENUE - Manila

1998 to 2006

Keyed accurately withholding taxes to the systems from the initiated bank records and taxpayer's collections.

- Surveyed functions and activities of units to evaluate nature of operations and existence of collection.
- Discussed deficiencies with department heads and recommended corrective actions to improve operations and increase collections.
- Performed drastic changes, monthly, quarterly and annual collection, and comparative report of withholding taxes, value added tax, and annual analysis with advanced experience in Microsoft Excel to create spreadsheets.
- Assisted taxpayers for taxes evaluation, issues and monitored electronic processing.

Auditor - Salaried/Full-time

BOCALING AND CO. CPA'S - Manila

1997 to 1998

- Performed audit work from preparation of engagement letters, checked general ledgers, account reconciliation, amortization report and submission of Financial Statements and Annual Income Tax Return.
- Initiated branch audit to clients such as banks and courier companies that included cash count. Prepared Special Audit Report, Audit Working Papers and Initial Audit Determinations.
- Observed operations and tested internal control to make necessary suggestions and recommendations for management purposes.

- Supervised new staff during field work and engaged in bookkeeping functions upon request of the client Education, Achievements, and Community Involvement.

Education

Master of Science in Accounting in Accounting

LIBERTY UNIVERSITY - Lynchburg, VA

Bachelor of Science in Accounting in Accounting

POLYTECHNIC UNIVERSITY of the PHILIPPINES

Skills

- Accounts payable
- Accounting
- Accounts receivable
- Kronos
- Adp
- General Ledger Accounting
- GAAP
- Invoice
- Quickbooks
- AP
- Concur
- Peoplesoft
- Sage
- Bookkeeping (3 years)
- Data Entry
- Microsoft Word
- Account Reconciliation
- Financial Report Writing
- Journal Entries
- Balance Sheet Reconciliation
- Medical Coding
- Bank Reconciliation
- Financial Statement Preparation
- ICD-10
- Payroll
- Financial Analysis
- Tax Experience
- Risk Management

Additional Information

Key Strengths and Skills

- Financial Planning, Research, Analysis and Reporting.

- Regulatory Compliance, Reporting and Income Tax Returns Preparation.
- General Accounting and Month-end Reporting.
- Accounts Payable and Accounts Receivable.

COMPUTER SKILLS:

- Microsoft Word, Excel, Outlook, Lotus Notes, Access, Adobe and Web browsing
- Accounting & Payroll Software (Viewpoint, Comdata, Concur, Oracle PeopleSoft AIS, Peach Tree, AS400, SAP, Equipment Watch, Chempax, ADP, Kronos, QuickBooks, Advantage System, Laserfische, Database, Advance Digital Data Services, Sage Fixed Asset Depreciation)
- Medical Coding (ICD9 & ICD10) with HIPAA knowledge.
- Medical or Insurance Software (Risk Master, Image Browser, eCWorks, SRS and APRIMA), & can type 50 wpm with 100% accuracy.

GRADUATED

May 2017

GRADUATED November 1996