

# Erika Newton

Easthampton, MA

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(907) 687-1647

Assistant to the Accounts Payable manager. Provide accurate and effective document preparation and records management relative to the Accounts Payable function. Ensures timely response to all vendor questions and concerns. Performs system data entry and document scanning of invoices and receipts. Ability to quickly adapt to needs and changes based on demands. Works well under stressful situations and can focus on multiple tasks at one time. Performs tasks in a creative yet organized, carefully planned manner. Can quickly reevaluate and adapt based on outside inputs.

## Work Experience

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### **Accounts Payable Assistant**

#### EXPERIENCE

September 2019 to Present

Daily reconciliation of various deposits made throughout the practice to include cash, check and credit card verification to system balances

- Upheld discretion while assisting the corporate team with processing, verifying and reconciling invoices and documents as needed
- Various organizational tasks and keeping the most up to date records as needed for the practice accounting manager
- Train Reception Services personnel on new procedures and protocols
- Bank deposits and communication on behalf of the practice

### **Reception Services**

Reception Services

January 2019 to September 2019

- Greeted and assisted patients upon check in and check out of daily appointments as an initial point of contact to include verifying insurance eligibility and collecting copays when applicable.
- Assisted patients with scheduling upcoming appointments on multiple platforms
- Maintained confidentiality while processing patient records, medications, prescriptions and contact lens orders.
- Moving and communicating new appointment times and dates to patients upon sudden changes to doctor's schedules.
- Nightly Key holder to include verifying nightly cash, locking doors and setting alarms and securing all private patient information.

### **Registered Pharmacy Technician**

Williamsburg Pharmacy

January 2016 to January 2019

Received written prescriptions/refill requests and verified that information is complete and accurate. Mixed pharmaceutical preparations, according to written prescriptions.

- Maintained proper storage and ensured security conditions for drugs. Pre-packed bulk medicines, filled bottles with prescribed medications, and typed and affixed labels.
- Received and stored incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
- Assisted customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. Answered telephones, responding to questions or requests.

## **Instructional Aide**

Eye and LASIK Center

September 2013 to November 2015

Tutored and assisted children, grades 3-5, individually or in small groups to help them master strategies presented by the teachers and the reading department specialist.

- Observed students' performance and recorded relevant data to assess student progress. Reported progress findings to supervision and conducted reviews to increase effectiveness.
- Attended staff meeting and served on various committees. Recorded information as required.

Typed, filed, and duplicated materials as needed to assist other departments.

- Operated, and accounted for 93 technology-based teaching aids. Ensured smart equipment was up to date with latest software patches.

## Education

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### **None in General Studies**

University of Alaska Fairbanks - Fairbanks, AK

September 2007 to May 2009

### **Associates of Applied Science in Accounting**

Western Dakota Technical Institute - Rapid City, SD

## Skills

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- Proficient in Microsoft Office Word and Excel software applications and Adobe Photoshop.
- University of Arizona Men's Ice Hockey Team Wildcat Breakaway Booster Club Treasurer.
- Accounts Payable
- Bank Reconciliation
- Records Management
- Accounting
- QuickBooks

## Assessments

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### **Attention to Detail — Expert**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b3f976b7d3868993d8aef5070d12b3e4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b3f976b7d3868993d8aef5070d12b3e4eed53dc074545cb7)

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