

Jillian Curry

Accounts Payable Specialist

Tampa, FL

jilliancurry232_efn@indeedemail.com

(201) 838-8174

Detail-oriented corporate accounts payable specialist with interpersonal experience, possessing demonstrated excellence in accounting, office management, and legal assistance

Authorized to work in the US for any employer

Work Experience

Corporate Accounts Payable Specialist

DEX IMAGING, INC - Tampa, FL

January 2019 to Present

- Research and process approximately 900 + invoices per month relating to overhead operating expenses and purchase orders
- Calculate and process rent payments for 60 branch locations through analyzing lease agreements and communicating with landlords
- Assist with P-Card payment runs and online payments
- Communicate with vendors regarding payment status and invoice discrepancies
- Analyze and approve/reject employee expense reports

Accounts Payable/Accounts Receivable Clerk

SCHMIDT REAL ESTATE INVESTMENTS - Englewood, NJ

November 2017 to August 2018

- Oversaw property tax payments for 400+ commercial real estate business entities
- Paid property tax, maintenance, legal, and general expenses for commercial properties
- Filed sales and use tax reports for commercial properties in multiple states, including Florida
- Analyzed and entered monthly rent revenue for 500+ commercial tenants into Yardi and Excel
- Billed tenants for property tax and maintenance expenses, and collected on delinquent accounts

Administrative Specialist

ACTION TITLE RESEARCH, LLC - Hasbrouck Heights, NJ

July 2017 to September 2017

- Analyzed incoming title search orders and proofread property information and tax assessments
- Uploaded/inputted title search information and updated statuses of title search orders

Office Manager/Paralegal

MICHAEL A. MANNA & ASSOCIATES - Ridgewood, NJ

July 2015 to April 2017

- Performed accounts payable and receivable duties for all company bank accounts (i.e., pay all company debts, bill and prepare client invoices, process client payments, reconcile all accounts)
- Fielded 70+ phone calls per day, allocated office correspondence, and managed daily appointments
- Assisted 3 estate planning/elder law attorneys with drafting and editing estate planning documents

- Supervised execution of approximately 600 + will signings

Education

Bachelor of Arts

Ramapo College of New Jersey - Mahwah, NJ
2014

Skills

- Yardi Systems
- Quickbooks
- PCLaw (Accounting Software)
- E-Automate (Software) Microsoft Office Attention to Detail
- Accounts Payable
- Accounts Receivable
- Property Management
- Proofreading
- Account Reconciliation