

Amy Zinno

Long Beach, CA 90802

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(716) 541-8607

Accuracy-driven accounting specialist with 13 years of experience coordinating with accounting leaders to perform a multitude of various financial tasks. Dedicated to precision when entering information, posting journal entries, and submitting reports & financial statements. Highly skilled at proofreading and identifying miscalculations.

#readytowork

Authorized to work in the US for any employer

Work Experience

A/P/Bookkeeping/Purchasing

Pfannenberger USA - Lancaster, NY

May 2016 to June 2019

- Journal Entries
- Bank Reconciliations
- Credit Card Reconciliations
- Assist in Balance Sheet Reconciliations
- Review, Code, and Enter Invoices
- Check Runs, Wire Transfers, and Currency Exchange
- Review and Approve Travel Expenses
- Provide Back Up to AR (Billing, Deposits, and Cash Applications)
- Fixed Assets/Depreciation
- Accruals & Prepayments
- Purchase All Inventory, Supplies, and Services
- Negotiate Pricing and Contracts
- Expedite Materials When Needed
- Build and Maintain Supplier Relations
- Work with Engineering on Prototype Projects and ECN's

Accounting Assistant / Accounts Payable

Reichert Technologies - Depew, NY

January 2005 to July 2015

- Accurately File 1099's
- File Sales and Use Taxes
- Work on the Foreign Exchange Risk Hedging Contract
- Conduct Monthly Reconciliations; Resolve Any Discrepancies
- Audit Travel Expense Reports
- Manage All Disbursements; Credit Cards, Checks, and Wire Transfers
- Conduct New Hire Orientation for the Finance Department
- Supervise Temporary Employees Within the Finance Department

- Maintain Petty Cash
- Work with Internal and External Auditors
- Assist in Year End Inventory
- Manage Relocation Benefits for Executive New Hires
- Manage Working Capital
- Work on Projects as Needed
- Implement New Travel Policies and Train Employees

Education

AAS in Paralegal Studies

Bryant & Stratton - Getzville, NY

April 2012

Skills

- MAX, ERP (10+ years)
- Accounts Payable & Receivable (10+ years)
- Audit Support (10+ years)
- Great Plains (10+ years)
- Statement Preparation (10+ years)
- GL & Journal Entries (10+ years)
- Navision (3 years)
- Reporting Analysis (10+ years)
- Fixed Asset Reporting (3 years)
- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Bookkeeping (5 years)
- Tax Preparation (5 years)
- Accounting
- QuickBooks
- Bank Reconciliation
- General Ledger Accounting
- Account Reconciliation
- General Ledger Reconciliation
- Balance Sheet Reconciliation