

Courtney Dickerson

Accounting Manager

West Monroe, LA

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#readytowork

Authorized to work in the US for any employer

Work Experience

Accounting Manager

Joe Gear Co - Monroe, LA

April 2016 to Present

Manage & oversee the daily operations of the corporate accounting department for multiple high volume heavy-duty truck repair, manufacturing and rebuild shops including:

- Month & year-end processes and reports due to CFO by 10th of the month
- Supply chain management
- Accounts Payable/Receivable
- Direct & control cost accounting & budgets
- Balance & reconcile multiple general ledgers
- Monthly PO & inventory/COGS reconciliations
- multiple clearing account recs
- Monthly journal entries
- Cash flow analysis
- P&L management
- Balance Sheet rec and monitoring
- Labor burden monitoring(labor productivity) and recording
- forecasting
- Reconcile benefits to payroll deductions
- *prepare and file multiple sales tax
- improve system and procedures and initiate corrective actions
- Hire, train & mentor accounting staff
- stand in for CFO when he is traveling
- monthly site visits to train and roll out and follow up on new processes

AP Manager

The Wellspring Alliance - Monroe, LA

October 2015 to April 2016

Oversee accounts payable department & grant billing for non-profit organization

- Review all checks/EFT payments
- Cash flow management
- Constant monitoring of grant usage
- Billing government grants for expense reimbursement

- Review all GL coding

Accounts Payable Director

Gamble Guest Care

January 2011 to October 2015

Responsible for providing leadership and direction for the accounts payable function across 12 skilled nursing facilities I.e. hiring, training, performance reviews, etc.

- manage the AP Process
- provide hands on leadership to the AP department
- monitor transaction coding
- preparation and filing of multiple sales and use tax
- approval of weekly check run
- Medicare/Medicaid organization and verification
- census and status change reconciliations

Education

Bachelor's in Accounting

University of Louisiana at Monroe - Monroe, LA

August 2008 to May 2010

Associate in Accounting

Delta Community College - Monroe, LA

August 2018

Skills

- Accounting
- Cost accounting
- Accounts payable
- Gaap
- Gl
- Cash flow
- Payments
- Eft
- Tax returns
- Billing
- Quickbooks
- Inventory
- Mentor
- Coding
- Microsoft office
- Excel
- Budgeting
- Outlook
- Bookkeeping
- Accounts Receivable

- Microsoft Excel
- General Ledger
- Payroll
- credit
- Management
- Employee Relations
- Financial Reporting
- Word
- Financial Analysis
- Strategic Planning
- P&L Management (7 years)
- Excel (10+ years)
- Microsoft Office (10+ years)
- Balance Sheet Reconciliation (8 years)
- Powerpoint
- Supervising Experience (10+ years)
- Forecasting
- HR
- Manufacturing Experience (4 years)
- Supply Chain Management (4 years)
- Office 365 (1 year)
- Account Reconciliation
- Auditing
- Bank Reconciliation
- General Ledger Reconciliation
- Journal Entries
- Microsoft Dynamics GP
- Office Management
- Financial Statement Preparation

Assessments

Accounting: Basic Principles — Highly Proficient

October 2019

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_assignment/jvz4k1etwhwgfreq

Accounting Skills: Bookkeeping — Highly Proficient

March 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_assignment/wkyuoky-uoaxtwc2

Accounting Skills: Bookkeeping — Expert

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/2507bbcc9b626e1b7416be7b6f5a3db3eed53dc074545cb7>

Attention to Detail — Proficient

May 2020

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

Full results: <https://share.indeedassessments.com/attempts/67101c33ee20a30e2ae3c0b649b43747eed53dc074545cb7>

Principles of Accounting — Highly Proficient

May 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/8dec176ba5679c0b58483790d63452c6eed53dc074545cb7>

Office Manager — Highly Proficient

May 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/4a58755496befa2e3eb7de8592729fa0eed53dc074545cb7>

Phone Interview — Proficient

May 2020

Listen to candidates' responses to key questions (sourced from real-world employers) to assess if they are a team and culture fit.

Full results: https://share.indeedassessments.com/share_to_profile/9d0aa6dc78d8dd820faaf369b03c6f5beed53dc074545cb7

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