

# Beverly Dancer

## **Accounting Manager - Institute of Culinary Education**

Pasadena, CA 91104

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626.524.5126

To secure a career in accounting with room for advancement.

#readytowork

## Work Experience

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### **Accounting Manager**

Institute of Culinary Education

2018 to Present

- Efficiently process vendor invoices and maintain up-to-date system.
- Open and assign new vendor accounts.
- Process weekly check runs.
- Coordinate approval processes of all accounts payable invoices.
- Reconcile vendor statements and request any invoices not processed.
- Maintain vendor files • Assist students in completing the FAFSA and private loan applications.
- Assist students and parent with questions on their accounts according to FERPA regulations.
- Review financial aid applications, forms and documentation for completeness and accuracy; verify information reported on FAFSA to determinate eligibility. Complete verification procedures where needed.
- Provide students with accurate information on eligibility for federal financial aid.

### **Sr. Accounting Associate**

Emcore Corporation

2017 to 2018

- Responsible for coding and processing invoices.
- Weekly check and wire runs and voiding checks in Site Line • Reconcile vendor statements and request any invoices not processed.
- Posting wires in system once they have been processed.
- Month end accruals for invoices and sales tax.
- Upload journal entries for accruals into Site Line.
- Filing checks and wire back-up.

### **Student Finance Representative**

Le Cordon Bleu College of Culinary Arts - Los Angeles, CA

2005 to 2017

- Assist students with completing their FAFSA.
- Assist students and parent with questions on their accounts according to FERPA regulations.
- Collect completed financial aid documents from students and confirm they are completed correctly.
- Certify attendance for our VA students through VA Once.

- Post tuition payments to student accounts.
- View and post student refunds/stipends.
- Process paperwork for program transfers and re-enters.
- Calculate eligibility for work study and award to student's financial aid.
- Process student eligibility for scholarships and prepare forms for scholarship meeting.
- Review bank accounts for incoming payments such as tuition or ACH VA payments.

## Education

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### **Associate in Arts degree in Business Administration**

Glendale Community College - Glendale, CA

December 2013

## Skills

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- Accounts Payable
- JD Edwards
- Journal Entries

## Additional Information

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Ten + years of accounting experience. High degree of proficiency and accuracy as well as strong customer service, problem solving and communication skills. Proficient in MS Word, Excel, Campus Vue, JD Edwards/AS 400, JD Edwards One World, Oracle, Powerterm, PeopleSoft, QuickBooks, and Site Line (SL8), ten key by touch, and excellent written and verbal communication.

Personal Strengths: Learning agility, team player, multi tasking, and great interpersonal skills