

Maryjo Pozzoli

South Daytona, FL 32119

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205-531-3278

I have had 23 years corporate accounting experience in a multi-company firm. I have just completed my Bachelors in Psychology. As you can see by my skills, duties and experience, I will be a great asset to your firm. In addition, since I directly reported to the Vice-President Senior Accounting Office, I am comfortable in dealing with high-level management.

Work Experience

Accounting Clerk

Boulevard Tire Center - DeLand, FL

May 2019 to May 2020

- Collect Past Due Accounts
- Post Payments in the form of checks and credit cards
- Monthly Statements
- Inter-site billing

A/R Clerk

Teledyne Oil & Gas

April 2015 to May 2019

Daytona, FL 32119

- Invoicing daily shipments and credits for customer adjustments for 8 sites
- Processing of automated invoicing for 8 sites
- Processing Intercompany transactions
- Communication with various sites and customers
- Go-to person for IFS questions regarding invoicing, blocked orders, etc. or general procedural questions.
- General Ledger Account Reconciliations

Accounting Clerk I

Drummond Company, Inc - Vestavia Hills, AL

May 1991 to October 2014

35242

205-945-6300

- Multi-company bank reconciliations
- Balance Sheet account reconciliations
- Assist Accounts Payable with entering invoices into PeopleSoft
- Initiating domestic and international cash transfers
- Invoicing and Cash Applications in PeopleSoft
- General Ledger entries and assist Controllers with month-end reporting for Coal, Real Estate, Country Clubs
- Research of financial transactions

Education

Bachelors in Accounting

Liberty University

2020 to Present

Bachelor's Degree in Psychology

Liberty University - Lynchburg, VA

2016

Associate of Applied Science in Accounting

Jefferson State Community College - Birmingham, AL

1995

Skills

- 15 years' experience in PeopleSoft (Oracle)
- Highly proficient in office billing system
- Microsoft Excel, Word, Outlook and Windows
- Effective problem solver who is able to prioritize and manage heavy work flow without direct supervision
- "Can do" attitude; work very cooperatively with executives, international customers and sales staff
- Additional skills include customer service and general office support
- 3 years' experience in IFS
- General Ledger Accounting
- General Ledger Reconciliation
- Bank Reconciliation
- Account Reconciliation
- Journal Entries
- Accounting
- Accounts Receivable

Assessments

Spreadsheets with Microsoft Excel — Highly Proficient

May 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/79b22ab7e907702c9aa548fafdc898b2eed53dc074545cb7>

Typing — Highly Proficient

May 2020

Transcribing text using a standard keyboard.

Full results: <https://share.indeedassessments.com/attempts/4b56bfacc729cfe5e625abe36ba73689eed53dc074545cb7>

Accounting Skills: Bookkeeping — Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/80950d3bef29ec116e3106328ec1d5c8eed53dc074545cb7>

Attention to Detail — Proficient

April 2020

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

Full results: <https://share.indeedassessments.com/attempts/87d40486468ff651ee1005f9e834e7b5eed53dc074545cb7>

Administrative Support — Proficient

April 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/2a5d2acb80d411a4e96fcac111fd8736eed53dc074545cb7>

Accounting: Basic Principles — Familiar

May 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/0cb30430bbe694501f425ddf15dca417eed53dc074545cb7

Data Entry — Proficient

May 2020

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_to_profile/8504c960d9d6090637cc76330c20abd0eed53dc074545cb7

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