# Professional Summary

Accountant adept at collaborating with cross-functional departments and personnel. Familiar with GAAP standards as well as Accounts Payable and Accounts Receivable software.

# Experience

## AID Atlanta, Inc. – Atlanta, GA

Staff Accountant

12/2018 to 4/2020

* Inspected all invoices/check requests for appropriate and complete documentation, mathematical accuracy, and

proper coding and approval prior to payment.

* Accurate entry of transactions into the accounting system (Blackbaud Financial Edge).
* Processed check requests according to company guidelines.
* Reconciled vendor statements, research and correct discrepancies and respond to vendor inquiries timely.
* Composed general ledger entries and reconciliations for month-end closing.
* Provided grants billing and invoicing support to senior accountant in order to adequately invoice major

government grantors, monthly.

* Created specialized reports such as payroll variance analysis, donor funding with or without restrictions, etc.

## Total Server Solutions – Atlanta, GA

Staff Accountant

8/2017 to 6/2018

* Journalized all cash transactions to the general ledger.
* Ran payroll reports in ADP, calculated, and posted payroll actuals and accrual entries into the general ledger.
* Initiated check, credit card, wire transfer and ACH payments.
* Entered nearly 100 accounts payable invoices and posted approximately 20 accounts receivable payments per month.
* Performed balance sheet account reconciliations, including bank accounts.
* Assisted CFO with the Human Resources on-boarding process, including new hire entries into ADP.

## Gypsum Management and Supply – Tucker, GA

GSS Staff Accountant

10/2015 to 8/2017

* Responsible for Accountants Payable and Accounts Receivable transaction entries for one of the company's largest customers.
* Prepared monthly sales and use tax returns for 16 states.
* Composed and verified the accuracy of monthly journal entries and accounting classifications.
* Performed moderately complex general ledger account reconciliations; analyzed and researched outstanding items/issues.
* Created Accounts Receivable Aging Report and followed-up with customers for long-standing unpaid invoices.

## Master of Science: Accounting, June 2017 Keller Graduate School of Management - Online

GPA: 4.0

Recipient of Career Catalyst Scholarship

Bachelor of Business Administration: Accounting, May 2013 Robinson School of Business - Atlanta, GA

Summa Cum Laude

Recipient of the Bank of America Scholarship