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|  | |  |  |  | | --- | --- | --- | |  |  |  |   **BreanneCooper**  135 Jefferson Drive, Atlanta, GA 30350  |  H: (303) 519-4225 |  E: brec2155@gmail.com |

**Summary**

CAREER SUMMARY: Seven years of Accounting conjoined with Operations Management experience. Aspiring to utilize my strong organization skills and attention to details to support the financial department of your company. I believe that with the skills I possess and willingness to learn/grow, I will be a beneficial asset to any company.

**Skills**

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| --- | --- |
| * Operating Systems: Windows, Sage 100/Mas 90, Sage 50, Microsoft Dynamics, QuickBooks, and QuickBooks Online * Accounts reconciliations * Critical Thinking * Communication * Handling Pressure |  |

**Experience**

Accounting Clerk | 08/2016- 01/2020

**Harry Warren of GA - Atlanta, GA**

* Solved billing discrepancies by completing detailed research and analysis and documented client rebate discounts and reserve fund records.
* Retained process documentation for financial department operations.
* Performs diverse data entry of relevant information such as customer sales and company expenses.
* Enters invoices into Peachtree, update accounts and identifies aging balanced ready for collections activities.
* Records payroll for thirty salaried and eighty-five hourly employees, including all taxes, benefits and special compensations.
* Enters as many as two-thousand invoices each month.
* Communicates with vendors and clients to facilitate timely payments.
* Analyze vendor invoices before processing.
* Maintain vendor payments.
* Generate new vendors into system.
* Verify and posts accounts payable transactions to journals and ledgers.
* PO 3 way match processing.
* Implements corporate collections policy in alignment with cross-functional objectives throughout billing and account management.
* Compiles budget documents and monitored costs to maintain control systems.
* Maintains current understanding of state and federal accounting procedures to prevent any legal or compliance issues.

**VIRTUAL BOOKKEEPER |** 09/2015-08/2019

**Lawn Sharks, LLC- Colorado Springs, Co**

* Created invoices for services provided for clients.
* Received online payments for invoices.
* Managed and recorded business expenses.
* Recorded mileage.
* Generated financial reports.
* Process vendor invoices in a timely manner.
* Manage payroll.

**VIRTUAL/FREELANCE BOOKKEEPER |**05/2018-05/2019

**Openworks King of Clean Services, LLC- Atlanta, Ga**

* Sent Quotes to clients.
* Created invoices for services provided for clients.
* Received online payments for invoices.
* Managed and recorded business expenses.
* Process vendor invoices in a timely manner.
* Recorded mileage.
* Generated financial reports.

Billing Specialist | 10/2015 to 08/2016

**Imerys Minerals - Roswell, Ga**

* Managed the status of accounts and balances and identify inconsistencies.
* Created and managed electronic customer records, encompassing data entry and administrative functions related to billing and accounts receivable.
* Promoted efficient and open communication by preparing collateral for team and client meetings, taking notes and distributing information to relevant stakeholders.
* Prepared departmental budgets through in-depth analysis of historical data and projected spending against actualized costs.
* Developed effective invoicing procedures alongside accounting staff and contracts department to maximize effectiveness of billing operations.
* Prepared accounts for financial audits and supported audit process.
* Managed daily operations for billing department handling $300,000 per month in payments.
* Charged expenses to accounts and cost centers by analyzing invoice and expense reports.
* Prepared monthly and year-end closing statements, financial documents, and invoices.
* Eliminated inaccuracies in accounts payable payments by verifying information prior to generating check.

Assistant Operations Manager | 11/2012 to 09/2015

**Process Measurement Company - Denver, Co**

* Maintained and sourced client accounts.
* Researched and resolved billing and invoice problems.
* Addressed customer inquiries and resolved complaints.
* Managed payroll and time and attendance systems.
* Monitored supplier operations to verify quality, delivery schedule and conformance to contract specifications.
* Developed and implemented promotional strategies to drive business success and maintain budgetary guidelines.
* Analyzed performance data to assess, optimize and elevate operations, targeting current and expected demands.
* Improved revenue in existing accounts 15% by using strategic distribution up-selling techniques.
* Reduced operating budget waste 3% through new inventory management system.
* Managed profit and loss by following cash control procedures, maintaining inventory, managing labor and reviewing financial reports.
* Analyzed vendor invoices before processing
* Generate new vendors in system
* Maintain vendor records

**Education and Training**

**Montbello High School - - Denver,CO| | High School Diploma**

2010

**Languages**

Proficient in English