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**Kristina O'Connor**

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| Objective | |
|  | Seeking a position as an Accountant where extensive experience will be further developed and utilized. |
| Summary of qualifications | |
|  | I have over a decade of professional experience, most currently in the Financial sector. Some of my strengths include communication skills, data entry, technological proficiency, and the ability to work well within a team environment. I am seeking progressive responsibility and/or management. |
| Work experience | |
|  | Aug 2019-present Arocam Sports/WeGotSoccer Taunton, MA  Staff Accountant   * Processing Bank Reconciliations * Processing Credit Card Reconciliations * Create Financial Statements and reporting from Trial Balance, Balance Sheet, Income Statement as needed * Review AR Aging and following up with customers on Current and Past Due Invoices * Processing Cash receipts * Processing check deposits * Assisting with Month End Close and recording General Ledger entries * Processing Drop Ship Vendor bills * Approving and Invoicing orders Daily * Analysis of Freight spending with use of spreadsheets * Monthly Tax reconciliations and payments * Administer and approve expense reports of corporate charges for employees via Concur * Helping with current company transition to NetSuite from Everest Platform   July 2011-June 2019 Noble Supply & Logistics Boston, MA  Staff Accountant   * Processing Bank Reconciliations for Operating, Concentration, Payroll and Electronic Payment accounts * Processing Credit Card Reconciliations * Create Financial Statements and reporting from Trial Balance, Balance Sheet, Income Statement as needed * Assisting with Month End Close and recording General Ledger entries * Administer online banking functions, including Wires, money transfer and approvals as needed * Processing Cash receipts and uploading to our database NetSuite daily and reconciling receipts to bank deposits * Daily billing for Government Contract and Credit Card orders * Processing check deposits * Administer and approve expense reports of corporate charges for employees * Funding payroll and setting payment up for International Payroll * Processing Vendor bills daily for our OCONUS GSA Contract * Process and approve AMEX International wire transfers and payments for OCONUS GSA Contract * Analysis of Freight spending for OCONUS contract with spreadsheets * Assist Government customers with order status and billing questions * Follow up with Government customers for payment collection * Work closely with Government Procurement specialists to assist customers * Approving and invoicing orders * Following up with Vendors on Returns and credits   Oct 2006-June 2011 Royal Administrations, Inc Hanover, MA  Business Service Coordinator/Accounts Receivable & Cancellations Lead   * Continued duties as Business Service Coordinator * Supervise and Lead 6 Employees in the Accounts Receivable and Cancellation Departments * Scheduling * Deal with escalated issues from dealers, vendors and customers * Continued duties from prior job when needed * Acting Liaison for External Sales Group * Learned and understand all departments within the company * Identified and streamline documenting processes and procedures to coordinate and administer new and existing business. * Securing data, setting up and maintaining Brokers, Distributors, Vendors and Dealer business in our database * Maintaining and creating rate information * Maintaining and coordinating database coding, securities, programs, and rate card information * Produce and administer Monthly Vendor Financial Summaries and Monthly billing and collection of this information * Created program summaries and comparisons presentations for our External sales group to distribute to dealers as needed * State Compliance, along with various other responsibilities   May 2006-Oct 2006 Royal Administrations, Inc Hanover, MA  Accounts Receivable   * Continued duties from prior job when needed * Assist customers with their extended car warranties * Data Entry * Enter extended car warranties into the system, including checking vehicle identification numbers for accuracy and eligibility. * Logged in and posted dealer monies for warranties * Dealt with overages and shortages for dealers   Oct 2005-May 2006 Royal Administrations, Inc Hanover, MA  Customer Service Representative   * Assist customers with their extended car warranties over the telephone * Answered a busy phone line in a state of the art call center.   2003 - 2005 Mutual Federal Savings Bank Halifax, MA  Customer Service Representative   * Facilitate financial transactions * Assist customers with bank operations including loan preparation and account acquisition * Reconcile Automatic Teller Machine   2000 – 2002 Buckley Associates, Inc. Hanover, MA  *Sales Associate*   * Assisted salespersons with job submittals * Maintained communication network with customers * Conducted data entry   1999-2000 MGH/Spaulding Home Health Rockland, MA  *Data Entry Clerk/Billing*   * Processed Day Sheets and other duties needed within the billing department, such as cash posting.   1997-1999 Rockland Federal Credit Union Rockland, MA  *Inside Lending Clerk/Teller*   * Processed car loans * Facilitate financial transactions   Assist customers with bank operations including loan preparation and account acquisition |
| Education | |
|  | 2004 – 2008 University of Phoenix-Online Phoenix, AZ  Bachelor of Science in Business Administration  1994 – 1998 Rockland High School Rockland, MA  *High School Diploma* |
| Technical Skills | |
|  | * Proficient with NetSuite, Concur, Everest, Google Sheets, Google Mail, Microsoft Word, Access, Excel, Outlook, PowerPoint & Adobe Reader/Acrobat. |