Michelle E. Eichner

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**(relocating to NY)**

# Personal

A **Federal Government** and **Private Sector professional** with extensive experience in AP supervisory and management with some procurement, budget, accounting and analysis and a high level of customer service skills with the ability to work both under direction and independently.

# Experience

**ASSOCIATE ACCOUNTANT | TAMPA MICROWAVE – 11200 DR. M.L.K. JR. ST. N.**

**ST. PETERSBURG, FL | OCTOBER 2019 -PRESENT**

* Debit, credit, and total accounts on computer spreadsheets and databases, using Sage 100 accounting software.
* Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
* Receive, record, and bank cash, checks, and vouchers.
* Comply with federal, state, and company policies, procedures, and regulations.
* Operate computers programmed with Sage 100 accounting software to record, store, and analyze information.
* Code documents according to company procedures. Access computerized financial information to answer general questions as well as those related to specific accounts, including Federal Government contracts. Specialized knowledge of EDI and Wide Area Work Flow (WAWF).
* Match order forms with invoices, and record the necessary information.
* Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
* Calculate and prepare checks for utilities, taxes, and other payments. Prepare and process payroll information.
* Compare computer printouts to manually maintained journals to determine if they match.
* Reconcile records of bank transactions.
* Transfer details from separate journals to general ledgers or data processing sheets.
* Maintained knowledge of current standards of compliance through GAAP (General Accepted Accounting Principles), federal law.

**SR. PAYROLL TAX REPORTING SPECIALIST | TRINET – 9000 TOWN CTR PKWY**

**BRADENTON, FL | AUGUST 2018 -AUGUST 2019**

* Ensure the timely and accurate remittance/reconciliation of taxes; filing of tax returns, amended returns, W2’s and W2C's, resulting in no penalty charges.
* Consistently ensure compliance with payroll tax regulations, that assigned accounts are up to date including rates and account numbers and that tax information is properly recorded in the GL.
* Track refunds, file amendments, test system updates in MasterTax/Peoplesoft and ensure they are properly functioning and in compliance with tax regulations.
* Submit and follow up on executed client level UI registrations/Power of Attorney documents filed with various states.
* Work reporting team emails, EFT verifications, SalesForce cases, notices from state agencies and daily upload feed into MasterTax as assigned and within the department policy timeline guidelines.
* Recommend procedures and standards which adhere to local, state, federal rules & regulations and to facilitate automation as the company grows.
* Identify and solve root causes of discrepancies in daily, weekly, semi-weekly, semi-monthly, annual tax payments,

**TAX ACCOUNTANT | BEALLS INC. – 700 13th AVENUE EAST**

**BRADENTON, FL | JULY 2017- AUGUST 2018**

* Payroll Withholding Tax returns and analysis.
* Tangible Personal Property Taxes.
* Monthly Journal Entries.
* Business Licenses and renewals.
* Food Licenses
* Inventory Assessment and Analysis using an ORACLE based system.

**BUDGET TECHNICIAN | GS-0561-07 - 6th CIVIL ENGINEERING – MACDILL AFB, TAMPA, FL | MARCH 2016- JULY 2017**

* Tracked Defense Travel System vouchers and verified personnel profiles within the system.
* Maintained the MIPRS for the base and with activities for replenishing finding for the budget.
* Evaluated accounting policies, procedures and controls.
* Researched and resolved procedural problems in Accounts Payable operations.
* Maintained knowledge of current standards of compliance through GAAP (General Accepted Accounting Principles), federal law, and all regulations pertaining to the Department of Defense.

**BUDGET TECHNICIAN | GS-0561-07 - 44th FIGHTER GROUP – TYNDALL AFB, PANAMA CITY, FL | NOVEMBER 2015-MARCH 2016**

* Tracked Defense Travel System vouchers and verified personnel profiles within the system.
* Maintained the MIPRS for the base and with activities for replenishing finding for the budget.
* Evaluated accounting policies, procedures and controls.
* Researched and resolved procedural problems in Accounts Payable operations.
* Maintained knowledge of current standards of compliance through GAAP (General Accepted Accounting Principles), federal law, and all regulations pertaining to the Department of Defense.

## FINANCIAL MANAGEMENT ANALYST |GS-0501-9/11 - DEFENSE FINANCE AND ACCOUNTING SERVICE – GRIFFISS AFB, ROME, NY | JULY 2009-NOVEMBER 2015

* Performed audits and analysis, generated reports and made recommendations on abnormal balances, consumption, unmatched transactions (UMTs) and Negative Unliquidated Obligations (NULOs). Reviewed reports for 100% accuracy. Leaders in Motion program. (LIM)
* Exceptional customer service standards for both internal and external customers with timely response to all inquiries.
* Audited travel vouchers and provided reports to management on discrepancies.
* Researched and resolved operational and procedural problems encountered during daily Accounts Payable Operations including analysis of interactive systems.
* Analyzed trends and collected data and statistics for the Chief of the Directorate.
* Extensive experience in numerous financial accounting systems including: GFEBS, (an SAP program), DTS, IAPS, CRIS, STANFINS, ODS, COGNOS, EDM, EDA, CAPS-W. Additional familiarity with ATLAS, DCAS, PBAS and OLRV.

## SUPERVISORY ACCOUNTING TECHNICIAN |GS-0525-08 -  DEFENSE FINANCE AND ACCOUNTING SERVICE – GRIFFISS AFB, Rome, NY | AUGUST 2006-JULY 2009

* Managed a team of as little as 30 and as many as 60 including recruiting, hiring, and monitoring daily workflow. Held weekly meetings with staff and reported on statistics and goals for AP in management meetings.
* Trained and evaluated employees to enhance their development to help them and to assist in reaching organizational goals.
* Addressed any performance issues and made recommendations for personnel actions. Motivated and rewarded employees including providing recommendations for salary increases, bonuses and promotions within Government budget constraints and guidelines.
* Oversaw all Accounts Payable processes from Petty Cash to expense reports to contract and account reconciliations.
* Negotiated with vendors through email memorandums and phone calls to receive discounts or better discount terms to avoid PPA (Prompt Payment Act) interest for the Federal Government.
* Utilized accounting software, including CAPS, and **Oracle** to create various reports for accounting and financial reporting analysis.
* Oversaw the processing of over 500,000 invoices monthly for the Department of Defense.
* Acted as a liaison for the Accounts Payable department in order to solve difficult issues and to solve disputes, if any.
* Matched contracts, purchase orders, invoices and proof of receipt for accuracy before authorizing payments.
* Developed, implemented and maintained systems, procedures and policies by updating SOP (Standard Operating Procedure) documents.

## ACCOUNTING TECHNICIAN |GS-0525-05/6  DEFENSE FINANCE AND ACCOUNTING SERVICE – GRIFFISS AFB, Rome, NY | July 2001- AUGUST 2006

## Reconciled, compiled, and tracked financial information manually or by computer in order to maintain an accurate balance for a given accounting period; posted payments received and authorized payments to vendors, contractors, or clients.

## Communicated verbally and in writing with fund recipients, departments, and other agencies in order to resolve discrepancies and exchange or relate information regarding contract budgeting compliance, financial record corrections, and inter-department/agency appropriations or expenditures.

## Prepared periodic summaries of financial transactions which included balances, revenue and expenditure statements, statistical cost and operating reports to support annual reports to federal and state agencies.

# Education

## Associates Degree | May 2004 | Herkimer County Community College, Herkimer, NY

Major: Accounting

# Skills & Abilities

## MANAGEMENT/SUPERVISORY

Effective leader with a style of clear communications both to staff and executives regarding the accuracy of all records including those related to accounts, invoicing, payroll, assets, Human Resources and general operations.

## Travel Coordination

Key administrator for travel system including the processing of vouchers, review of claims, utilization of automated travel system, maintenance of compliance with travel regulations and audit of all travel-related documentation to ensure accuracy.

## Customer service

A principle point of contact to provide quality customer service, including complex inquiries, a willingness to adjust processes to benefit customer service goals and a commitment to professionalism and courtesy when resolving discrepancies.

## Financial Administration

Accurate financial record-keeping with an eye toward interpreting and implementing generally accepted accounting principles to maintain compliance.