**Monica Jumper Drew**

**407-952-2119**

Livingston, AL Livingston University

Bachelor of Science in Business Administration/ Marketing

**SOFTWARE:** SAP, Concur, Peoplesoft, ADP, Ariba, ODC, Excel, Word, Outlook, EDI, Global, Encompass

**WORK EXPERIENCE:**

**June 2018 – Present United Distributors**

* Assist and perform daily coding and input of invoices to be paid by each company.
* Research and match invoices to complete electronic funds transfer.
* Daily reconciliation of bank ACH transaction.
* Assist and perform monthly tax filing reports and procedures, including, but not limited to, monthly state liquor, wine, and beer tax filings, monthly sales tax reports, etc. And submitting timely payment to the state.
* Perform check processing functions and related daily electronic funds processing functions.
* Assist and perform filing of paid accounts payable invoices.
* Resolution of accounts payable issues over the phone with vendors.
* Filing of year end 1099 forms.

**Jan. 2017 – June 2018 Interra International**

***Accounts Payable Specialist -***

* Process and approve expense reports in Concur.
* Reconcile and complete paid expense batches in Concur weekly.
* Process vendor invoices and other financial obligations.
* Code and enter invoices for payment in accordance with negotiated terms.
* Research billing discrepancies and initiate refunds when necessary.
* Review and process financial documents such as receipts, vouchers and reports.
* Process wires for approval and payment.
* Assist in month-end close process
* Full cycle accounts payable.

**Feb. 2015 – Jan. 2017 Engle Martin and Associates Atlanta, GA**

***Accounts Payable Specialist***

* Approve expense reports in Concur
* Reconcile Bank of America credit card statements
* Process wires and ACH payments weekly
* Manage AP email inbox daily to retrieve invoices and insure all requests are answered.
* Review and code invoices for keying.
* Process invoices and cut checks weekly.
* Setup new vendors and maintain vendor file with any updates and changes.
* Process W-9s through Convey for accurate year-end reporting.
* Provide spreadsheet to manager with total payout for the week.
* Research all past due invoices and outstanding checks monthly.
* Accrue invoices not received for month-end processing.

**Oct. 2013 – Jan. 2015 Kloeckner Metals Alpharetta, GA**

***Accounts Payable Specialist***

* Reviews all invoices for appropriate documentation & approval prior to payment.
* Answers vendor inquiries by phone or email.
* Maintains accounts payable reports and spreadsheets and report to management.
* Assists Corporate Accounting Director, Sr. Accounting Manager, & AP Manager as necessary.
* Assists in monthly closings.
* Reconcile and code monthly wires.
* Responsible for monthly/annual Energy Table reporting for all branches to Germany Corporate.
* Reconcile daily Online Document Center invoices and exceptions.
* Process Checks, Wires and ACH payment run weekly and manual checks as needed.

**Mar. 2009 – Aug. 2013 Wyndham Vacation Resorts Orlando, FL**

***Inventory Recovery Agent***

* Process credit card payments over the phone through payment gateway.
* Accurately update database daily with necessary information to show status of each outstanding account and daily contact with attorney.
* Allow 30 days from date process began and then file lien to follow through with foreclosure process updating database through each step.

***Title Transfer Agent***

* Review TOA worksheet for change of ownership and verify both buyer and seller information is correct.
* Once account has been qualified transfer sellers balance to buyer and proceed with transfer and updating database.
* Send seller and buyer confirmation once transfer has been completed.

***WVR Collector***

* Process credit to adjust balance on accounts as needed.
* Reconcile daily Western Union report for each agent and department.
* Make contact with debtors by telephone, both incoming and outgoing calls, in order to negotiate and collect past due monies.
* Negotiate payment plans and analyze situation to determine best course of action and follow through until plans are completed.
* Make independent decisions to satisfy customer dissatisfaction and resolve debtor disputes.

**Feb. 2007 – March 2008 Online Trading Academy Orlando, FL**

***Office Manager***

* Process credit card payments and answer incoming phone inquiries.
* Prepare weekly deposit and deliver to bank.
* Order office supplies and training material.
* Report to owners and corporate monthly outstanding collections and receivables.
* Review and approve payroll sheets.

**Feb. 2005 – Sept. 2006 Vertical Communications Sarasota, FL**

***Sr. Credit Analyst***

* Review customer financials and D&B report to set credit limits.
* Collect on delinquent accounts and make necessary payment arrangements.
* Research and resolve issues and disputes on accounts.
* Post payments to accounts from lockbox and apply unapplied payments.
* Process credit card payments as received daily.
* Prepare deposits for checks received in office.
* Verify all payments have been posted prior to remittance statements going out.

**May 2002 – Dec. 2004 Heidelberg, USA** **Kennesaw, GA**

***Accounting Specialist***

* Collect on delinquent accounts and make necessary payment arrangements.
* Identify and resolve customer issues and disputes.
* Reconcile daily credit card report for the company.
* Assist with irate customers when supervisor or manager is requested.
* Prepaid aged accounts for outside collections and follow-up with collection agency for monthly status.

**July 2000 – May 2002 ADP**  **Atlanta, GA**

***Accounting Specialist***

* Generate collection reports and take action to collect on delinquent accounts 60 days and older from a million dollar portfolio.
* Work with various departments and organization personnel to resolve billing/collection issues.
* Process credits and refunds as necessary for overpayments, duplicate payments and incorrect billings on accounts.
* Review sales orders for special promotions and discounts and respond to inquiries made on behalf of clients and sales force.
* Process credit card and ACH payments on delinquent accounts.