**Nandy Metellus**

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nterprising, hard-working and technically skilled Expense Management analystknown for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Accounting career spans 12 years of experience in manufacturing, retail, higher education and other industries. Backed by solid credentials (AS in accounting) and proficiencies in generally accepted accounting practices as well as MS Office Suite, Certify, Great Plains software, ERP/EDI systems Citrix Oracle Epicor and SAP.

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| **Key Skills** |
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| * Liaison for Developers, Business Analysts and clients * Configuration and QA Testing of, web-based solutions * Online Demonstration, Training, and Support | * Mobile App Troubleshooting * ERP, EDI & Financial System Technologies * Spreadsheets & Accounting Reports |

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| **Professional Experience** |
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**NVA Agoura Hills, CA October 2019 to February 2020**

**Senior Accounts Payable Analyst**

***Key Results:***

* Monitors and maintained department’s applications, systems and data assistance in month end activities
* Worked with vendors and support engineers to resolve service outages or systems disruptions then monitored data integration between document management systems and accounting ERP systems
* Administered and managed user roles and proper access on the invoice management systems
* Assisted with implementation of electronic payment management systems and its administration
* Assist deployments of new software solutions and department’s automation tools
* Liaison with end-users, company departments, and technical support teams
* Participate in creating formal documentation of systems, processes and enhancements
* Maintain files and documentation thoroughly and accurately, in accordance with department policy

and accepted accounting practices

* Assist with other department’s projects as needed, such as 1099 preparation and bank reconciliation

**SECURITAS INC. Westlake Village, CA January 2018 to September 2019**

**Expense Management Analyst**

***Key Results:***

* Responsible for the administration of Securitas Certify Expense Management System (EMS) software, including system testing, region implementation, and training.
* Oversee and maintain the Expense Management System software application. Test new system functionality; work closely with IT and monitor data feeds to and from software application.
* Review and conduct audits of expense reports ensuring back up and authorization documentation is complete and adheres to company policies.
* Analyze, research, and resolve Expense Management System issues.
* Coordinate with Certify Support Team, develop and provide program training for employees, including Business Travel and Expense policy and system functionality, review/update Accounts Payable website, training materials and job aids, as needed.
* Oversee EMS Analytic Reporting -Evaluate data; identify and define problems, recommend solutions; and provide clear and concise analysis.
* Assist in developing Securitas USA and Canada Business Travel & Expense Reimbursement Policy travel policy changes and documentation of system upgrades and configuration changes.

**Clients: NY Public Library, Mitsubishi UFJ, Nexus Staffing and Amgen  2014 to 2017**

**Accounts Payable Analyst/Senior Accounting Analyst (Contract)**

For these employers, handled daily A/P and Accounting processes; created accounting journal to show debits and credits balances. Supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

***Key Results:***

* Perform other duties as assigned (i.e. Vendor Master File audit)
* Managed the accurate and timely processing of high-volume invoices for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
* Implemented next-generation technologies and process automations (including new EDI and ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary “go-to” troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.
* Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation.
* Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history of thousands of dollars in overpayments to suppliers.
* Renegotiated payment terms with dozens of suppliers/vendors from Net 7 to Net 60 days for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company’s return to profitability.
* Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.

**LOUIS VUITTON MOET HENNESSY New York, NY August 2013 to December 2013**

**Accounts Payable / Billing Associate (Contract)**

Assumed responsibility for the full cycle accounts payable process in temporary contract positions. Completed payment controls expenses by receiving, processing, verifying, and reconciling invoices. This was for Canada, Bermuda and Hawaii. Created reporting using Pivot Tables for management. Converting, calculating and recording taxes for each country for payment. Matching POs and tracking good receipts with store managers using SAP.

***Key Results:***

* Achieved in-demand status as a sought-after A/P temp worker, with multiple companies requesting repeat or extended contracts and making offers of full-time employment at the culmination of initial temp assignment.
* Demonstrated the ability to fill in at a moment’s notice, quickly mastering new systems, processes and workflows.
* Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.
* Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

**HENRI BENDEL/ LIMITED BRANDS New York, NY October 2011 to March 2013**

**Accounts Payable Coordinator**

Promoted to manage accounts payable operations for Henri Bendel/Limited Brands, including payment of invoices, processing of checks and communication with outside vendors. Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control. Provided effective management of payables service to campus-wide organizations and served as primary backup to accounts payable coordinator.

***Key Results:***

* Assumed expanded responsibilities (concurrent with A/P clerk duties) as the A/P coordinator and payroll administrator filling in during vacations and maternity leave.
* Recognized by managers for injecting improvements into recordkeeping/controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization on expenditures.
* Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.

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| **Education** |
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Borough of Manhattan Community College, New York

**Associates of Science in Accounting,** 2014

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| **Technology Summary** |
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MS Office 365 (Word, Excel, PowerPoint) ⚫ SAP ⚫ Oracle Cloud ⚫ Great Plains ⚫ EDI Systems ⚫ Epicor ⚫ Concur ⚫ Chrome River ⚫ Windows ⚫ PeopleSoft ⚫ JD Edwards⚫ SharePoint ⚫ Certify ⚫ SharePoint ⚫ My Buy ⚫ Dynamics SL