**Rachelle M. Gilliland • Accounting Specialist**

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**Summary of Skills and Qualifications**

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| * Proven accounting experience * Accounts Payable * Accounts Receivable * General ledger * Excellent learning agility * Excellent leadership skills | * Knowledge of GAAP * Proficient in MS Office & Accounting software * Proficient in Dynamics 365 & Navision * Proficient with budgeting & year end projection |

**Experience:**

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| **The Oppenheimer Group. Visalia**  **Accounts Payable Coordinator**   * Review AP entries to ensure proper GL accounts are impacted. Data entry of invoices into Optimo. Invoice amount reconciliation. Did all training of temps and/or new hires. Worked closely with Grower Accountants daily. Did research within Optimo to verify Grower deals and rates. |  | 09/2019 01/2020 |

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| **California Dairies Inc. Visalia**  **Accounts Payable Clerk & Plant Accounting Specialist**   * Record all powder products produced daily, including total amount of bags or pounds. Enter and post all title transfers, sales and product re-class in Microsoft Navision. Generate daily reports for production, sales, shipments and physical inventory of all powder products. Research and correct any variances on all reports. Create journal entries for products being re-classed or re-blended. Enter large amounts of data into lot tracker daily. (Microsoft Excel) | | |  | 09/2017 09/2019 |
| * Monitor incoming invoices for allowable discounts. Process manual check requests. Review AP entries to ensure proper GL accounts are impacted. Three-way match of Purchase Orders. Verify vendor pricing. Process employee expense reports. Responsible for coding and entry of all capital projects. Enter 80-100 invoices into Microsoft Dynamics accounting software daily. Process all incoming vendor information. Review A/P invoices for proper coding. Ensure all credits are applied to vendor payments. Create and post journal entries to GL. Vendor account maintenance. Reconcile vendor statements. Train new employees. Cover for supervisor when she is out of the office. Reconcile ledger making sure payments are on schedule. Maintain accounting controls by following policies and procedures. Support staff accountants with issues and help resolve escalated problems. Provide mentoring to new staff members. Establish and maintain vendor contacts. Microsoft Dynamics, Navision, MS Office all aspects. | | |  |  |
| **J.D. Heiskell & Co. Tulare, Ca Plant Secretary/Freights Payable Clerk** | | |  | 10/2014 09/2017 |
| * Input data in system following policies and procedures for federal air quality control. Prepare safety training packets. Administer safety training to temps. Review A/P invoices for proper coding. Ensure all credits are applied to proper payments. Execute checks for mailing. Reconcile payable reports each week to confirm proper payment amounts. Answer all vendor inquiries. Reconcile vendor statements. Scan copies of check with all invoices into paperless system. Ensure A/R invoices are sent out timely. Cover front desk for lunches as needed. Open and distribute mail to proper Merchandising Assistants. Establish and maintain vendor relationships. Agris, Filebound, MS Office all aspects. | | |  |  |
| **First Baptist Church Tulare, Ca Worship Arts Assistant** | | |  | 07/2007 08/2014 |
| * Responsible for accuracy of department financial records. Prepare monthly and quarterly financial statements. Review reconciliations to balance sheet accounts. Credit card reconciliations. Prepare yearly budgets. Year-end forecast. Prepare weekly presentations. Prepare flyers, bulletins and professional letters. Record all receivables into proper ledger account. Attend all staff meetings. Order supplies. Non-Profit accounting experience. MS Office all aspects. | | |  |  |
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**Education:**

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| **School: College of the Sequoias, Visalia, Ca Graduation date**   * AS Social and Behavioral Sciences 03/2014   **School: Fresno Pacific University Visalia, Ca Graduation date**   * BBA Organizational Leadership 12/2020 |

* Desire to grow and learn daily
* Proficient with computers
* Team-oriented personality with the ability to also work alone with little to no supervision
* Ability to quickly learn new software
* Strong time management skills, focusing on priorities
* Commitment to diversity and ability to work effectively with persons of diverse backgrounds and abilities
* Excellent learning agility