**LaTyea T. Johnson, MBA**

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**Business Administration │Accounting**

Dynamic, articulate, and detail-oriented customer-centric Business Administration and Accounting professional with a track record of stellar client support, and business operations in fast-paced environment. Excellent communicator, demonstrate strategic problem-solving abilities and familiar with all facets of accounting. Technology savvy with ability to quickly learn new software and in-house programs. Dedicated to maintaining reputation built on quality, service, and uncompromising ethics. Proficient in MS Office 2010, Quick Books, SAP, MAS500, Deltek Vision, Business Vantage Point (BVP) and Juris.

**Core Skills**

Cash Applications │Records Management │AP/AR │Auditing │Account & Bank Reconciliations │Invoicing │Vendor Management │Office Management │Payroll │Communication │Month-End Statements │Collections │ Reports

**Professional Experience**

***Staff Accountant –*** Cohen Seglias Pallas Greenhall & Furman, PC – Philadelphia, PA 2007 to Present

Currently responsible for assisting in the coordination of the monthly close of the general ledger system, various journal entries, analysis and reconciliations. Prepare monthly financial statements for management and partners. Prepare and review the actual vs. budget variance reports. Post cash activity, ach and wire payments to cash management and general ledger accounts daily. Initiate and confirm wire and ach payments. Oversee the entire accounts payable process which includes, but not limited to, maintain vendor files, seek proper approval, general ledger coding and ensure accurate and timely payments. Manage the Sales and Use Tax and 1099 tax filing process. Work closely with attorneys to handle multiple complex billing, electronic billing, client analysis along with prepaid and escrow accounts. Analyze billing reports and recommendations to the Controller regarding outstanding balances. Also assist with additional accounting duties assigned.

***Accounting Coordinator*** – NELSON Architect & Interior Design Firm – Philadelphia, PA2007 to 2007

Directly responsible for assisting in the month end close of the general ledger system, audits and reconciliations. Over see the entire accounts payable process in a high volume and dynamically changing environment utilizing the Deltek Vision software. Duties include, but not limited to, ensuring timely and accurate processing of invoices, check payments and accurate posting to and reconciling of the general ledger accounts. Handle multiple billing and client analysis for all of NELSON divisions throughout the U.S. Generate billing and payables report and make recommendations to CFO. Also, review, approve and issue all teammates expense reimbursements.

***Accounts Payable Coordinator*** – Brokers Worldwide – Folcroft, PA 2005 to 2006

Directly responsible for the entire accounts payable process for all of Brokers Worldwide locations utilizing the Business Vantage Point (BVP) and MAS500. Duties include, but not limited to, routing vendor invoices to managers for all locations throughout the U.S. for payment approval. Enter approved invoices into the BVP accounting software to ensure timely payment of invoices and accurate posting to and reconciling of the general ledger. Prepare weekly check runs, wire transfers and ach payments, paying our national and international vendors in Canadian dollars, Euros, British Pounds, and US dollars. Maintain daily record of exchange rates. Maintain and balance petty cash and record entries to the general ledger. Record monthly accounts payable accruals to the general ledger. Maintain all accounts payable reports and files. In addition, prepare and process all employees’ expenses and reimbursements electronically.

***Bookkeeper*** – Menasha Contract Packaging – Philadelphia, PA 2002 to 2005

Responsible for assisting in the month end close procedures. Duties include, but not limited to, processing payroll, manage the entire accounts payable process, invoicing clients and collection of accounts receivables, including dealing directly with vendors/customers. Post cash activity to the general ledger daily. Prepare financial reports for Plant Controller using Quick Books and SAP. Establish new accounts receivable process to focus on customers’ outstanding invoices and reducing payments outstanding days. In addition, prepare and issue commission reports and payments for all employees.

**Education/Professional Education**

Wilmington University – New Castle, DE - 2012

**M.B.A.**

Rowan University-Glassboro, NJ - 2010

**B.A., Arts**