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| Candidate *78007*  City Personnel  (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| 2003 - 2022 | **Accounts Payable**  *Victory Heating & Air Conditioning Co., Bellingham, MA*   * Responsible for efficiently managing, maintaining, and updating processes as a full cycle accounts payable department with a consistently growing company with two divisions with separate accounting software * Processed invoices by coordinating, coding, and posting expenses, inventory, and job cost invoices against purchase orders and non-purchase order invoices * Managed approval processes before check runs * Wrote daily checks for expense reports, permits, daily expenses, and reimbursements through petty cash as needed * Maintained vendor files and processed credit applications for new vendors * Maintained vendor and subcontractor relationships by updating them on payment status * Reconciled vendor statements, correspond with vendors on tax discrepancies * Researched price discrepancies, warranties, and returns on invoices by putting them on hold until resolved * Maintained Excel spreadsheet for Subcontractor's W-9s for year-end, 1099's, and COI's * Assisted sales by generating job cost reports to assist them with their job costs * Reviewed applicants, interviewed, trained, and managed part-time clerks as needed |

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| 1999 - 2003 | **Bookkeeper**  *E. Osterman Propane, Inc, Ware, MA*   * Managed daily sub-ledgers for eleven branches for residential and commercial propane gas company * Reconciled eleven bank accounts for eleven branches and prepared daily deposits * Maintained weekly timesheet logs on Excel for all employees and then sent them to branch managers for approval * Calculated payroll for all employees on Excel and then sent to the resident for approval * Prepared for month-end closing by making journal entries and researching discrepancies * Provided account analysis for accounts payable vendors for current, prior month, and year to date for the President * Assisted in Accounts Payable |

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| 1998 - 1999 | **Accounts Payable/Receivable and Customer Service Support**  *Uni syn Technologies, Blackstone, MA*   * Processed Accounts Payable invoices for three separate facilities * Posted manual checks into MBA software for month end * Issued variance forms to the purchasing department and processed internal credit memos to correct price discrepancies * Reorganized accounts payable and accounts receivable files, assisted with audit * Entered sales orders for customer service, printed packing slips, and prepared billings for accounts receivable * Entered technical service reports in Microsoft Access, customer complaint database, and update the bookings report weekly on Microsoft Excel |

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| 1996 - 1998 | **Accounts Payable Clerk**  *EMX Controls, Inc, Uxbridge, MA*   * Processed and posted Accounts Payable invoices for two separate divisions into the EMS software * Researched and resolved price discrepancies * Pulled invoices for check runs, ran check runs from software, and prepared for signatures * Calculated daily production hours for manufacturing employees * Assisted in month-end closings and doing inventory accruals * Deposited weekly payroll to the bank, prepared quarterly tax statements, and ran daily errands |

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| 1987 - 1997 | **Full Charge Bookkeeper**  *Green's Trucking, MA*   * Managed all aspects of bookkeeping including Accounts Receivable invoicing, and Accounts Payable payments * Handled Payroll, employee benefits, quarterly tax return filings, and financing * Responsible for budgets, updated business plan, and kept updated by reading IRS and State Tax publications * Scheduled weekly deliveries and maintained all files for the company |

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| 1993 - 1996 | **Rural Carrier Associate**  *United States Postal Service*   * Trained in Leominster, MA for Postal Carrier Training * Sorted and delivered mail to a 500 + rural home route * Managed personal owned jeep for delivery route * Processed all proper paperwork |

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| **Education** |

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| **1983** | Business Administration  *Brevard College* |