



**ESSEX TEMPORARY SERVICES<sup>INC</sup>**

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-352-3624

**For further assistance call The Essex Companies at 212-391-1515**

ET 326655

## Work Experience

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### **Accounts Payable Analyst**

Taro Pharmaceuticals

May 2017 to January 2018

- Process vendor invoices, after ensuring proper approval and GL coding is obtained
- Audit employee Expense Reports
- Assist with processing of Medicaid data
- Process checks, wires and ACHs
- Assist with information gathering for monthly/quarterly use tax
- Assist with yearly 1099 preparation
- File and scan AP documents

### **Cost Analyst**

Atlas Air

December 2015 to March 2017

- Follow Ground Operations Finance Procedures
- Making sure all invoices are properly coded, approved and processed
- Reviewed Flight Type Contracts, processed customer bill-backs
- Disputed incorrect charges
- Provided Customer Service to Vendors
- Programs used Invoice Works, Fuel Plus

### **Accounting Analyst**

Royal Bank of Scotland - Stamford, CT

October 2014 to November 2015

- Making sure all invoices are properly coded, approved, and processed in a timely manner, Process over 500+ Invoices weekly
- Process Check Requests, Tax Check Requests, Expense reports, wire payments
- Cash Reconciliations, Purchase Card Reconciliations, Fixed Asset Invoice Processing
- Analyze and Prepare Journal Entries including those pertaining to accruals, reversing accruals, prepaid entries, various Journal Entries, re-classes and adjustment during month end close and ad hoc efforts
- Monthly Analysis and accruals-various types of invoices, review and process payables
- Assist Management in Other Finance projects including SOX audits
- Open and Distribute mail related to the General Accounting Department
- Monthly, Quarterly, Annual Close Reconciliations and Journal Entries

## **Junior Accountant**

PepsiCo-Pepsi Beverages Company - Somers, NY  
July 2013 to March 2014

- Reconciliations of 45 Bank Accounts
- Account Reconciliations using Business Objects and Hyperion Essbase
- Processed Miscellaneous Deposit Journal Entries
- Bottle Deposit and Cans, and California Refund Value Reconciliation
- Deferred Income Amortization
- Preparation and Booking of Re-class and Accrual Journal Entries into Oracle
- Balance Sheet Review Reconciliation
- Used Business Objects to Reconcile Balance Sheet Scrub
- Saved personal and property tax invoices
- Downloaded and saved Bank Statements to use for Bank Reconciliations
- Prepared ERT and General Ledger Reports to use for Bank Reconciliation
- Account Reconciliation
- Period Close Monthly, Quarterly, Annual Reconciliations and Journal Entries

## **Accounts Payable Analyst**

Citation Air Corporation - Greenwich, CT  
October 2008 to December 2012

- Reconcile All Fuel Expense Invoices to purchase records and resolve differences
- Approved invoices for payment
- Disputed incorrect charges
- Provided Customer Service to Vendors
- Processed 500+ invoices weekly using Oracle
- Handled Quick Check Payment/Check Run/Wires
- Reconciled FedEx
- Run Expense Related to Fuel Costs
- Processed AP Aging report for outstanding payments
- Reconciled Hangar expenses to internal reports - worked with Chief of Pilots to resolve
- Reconciled maintenance expenses, submit to Maintenance Department for approval
- Reconciled Landing Fees using Bitwise software
- Handled Vendor interaction And Maintenance
- Filed invoices
- Concur Expense Reports Cross-Trained

## **Accounts Payable Clerk**

The Sharper Image Corporation - San Francisco, CA  
December 2006 to February 2008

Followed Accounts Payable Procedures

- Processed Expense, freight and landed cost invoices for payment
- Processed Special Check Requests, Tax Check Requests, Expense Reports
- Call Vendors about invoice payment
- Organized and match invoices, verify signatures authorizing invoices
- Updated Authorizing signature Folder, verify coding on invoices
- Processed Fixed Asset Invoices
- Use AS 400 Program/Lawson Accounts Payable
- did check run Reports AP50, AP65, AP70

- Stamp signature on checks
- Process Journal Entries
- Use Microsoft Excel to organize credit card information
- Process credit card payment

## Education

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### **Bachelor's in Business Administration-Accounting**

Berkeley College - White Plains, NY

June 2006