

Client focused and methodical accounting professional with 15+ years of multisector experience delivers meticulous AP support that improves company cash flow and profitability. Plays a crucial role in driving customer satisfaction, expense control, and smooth day-to-day business operations.

Energized by seeing results, automates accounting tasks and streamlines workflows. Achieves perpetual efficiency gains that continue to save time, improve quality, and reduce outstanding payables.

Known for a sharp eye for detail, problem solving and communication skills, confident decision maker, is frequently assigned large complex accounts. Skillfully balances competing priorities to meet ambitious deadlines while maintaining quality. Implements best practices to ensure accurate financial reporting and strict compliance.

Technical skills: Advantage, Webvantage, Sage 500 & Timberline, Oracle, QuickBooks, Microsoft Access, Excel
Multilingual and multicultural: reads, writes, and speaks fluent English, Ukrainian, Russian, and Polish

FUN FACT: 1995 Junior World Champion in Acrobatics

AREAS OF EXPERTISE

GAAP Accounting/AR/AP/GL	Invoice Processing/Check Runs	Client & Financial Reporting
Month-End/Year-End Close	Customer Experience	Vendor Relationship Management
Billing & Payment Issue Resolution	Compliance/Internal Controls	Operational/Technical Support
Purchase Orders/Expenses	Account Reconciliation/Analysis	Automation/Process Improvement

PROFESSIONAL EXPERIENCE

Mintz + Hoke Advertising Agency, Avon, CT

2014 to 2024

Accounts Payable/Accounts Receivable Manager

- As an integral part of a 4-member accounting team, focused primarily on AP functions. Processed and paid invoices in-house, doing check runs for vendor services, client media placements and operating expenses.
- Prioritized multiple responsibilities and managed time wisely to complete month-end, quarter-end and year-end close, reconciliation of 7 accounts, GL and subsidiary journal entries, purchase order reporting.
- Provided efficient customer service to vendors and clients via telephone and email. Built relationships and promptly responded to billing and payment inquiries. Dug deep to research discrepancies and resolve errors.
- Automated AP functions, which reduced human error. Maintained 4,000-vendor database and instituted internal controls that improved invoice accuracy. Streamlined approval procedure to minimize processing bottlenecks.
- Prepared sales and use tax returns, compiled annual audit materials for Controller's review, and backup documentation for auditors. Delivered reporting for 25-30 clients that represented multimillion dollar revenue.
- Digitized AP records, scanning boxes of statements and invoices. Digital access speed up of resolution of billing and payment errors from hours to minutes. Cleaned-up inventory backlog, saving \$500K in reported assets.
- Took initiative to self-train on existing accounting workflows and document all processes upon finding no training materials available as a new hire. Created accounts payable SOPs and job aids for each task learned.
- Processed expense reports for up to 50 employees. Cross-trained in all other accounting functions to provide backup support and assumed accounts receivable duties during colleague's extended leave.
- Collaborated cross functionally to support organizational success. Lent multicultural perspective to the City of Stanford healthcare campaign that promoted COVID-19 vaccination to the local Ukrainian refugee population.

Community Renewal Team (CRT), Hartford, CT

2013 to 2014

Accounts Receivable Specialist

- Worked closely with program management and financial reporting team at social services agency. Posted cash receipts, program revenue, and contributed income. Confirmed payment amount and posted to correct account.
- Completed monthly account reconciliations, GL journal entries and verified deferred revenue. Reconciled monthly AR aging to GL and cash accounts, and efficiently performed month-end and year-end close.
- Assisted with multiple support activities, providing backup documentation to the auditing firm, collections calls to reduce outstanding balances, and recommending ways to streamline cash receipt and AR workflow.

Foley Carrier Services, Hartford, CT

2007 to 2012

Accounts Receivable Manager

- Performed complex GL reconciliations, daily accounting functions, month-end close, and reporting across multiple accounts for provider of transportation logistics and compliance services.
- Assumed responsibility for all AR functions upon departure of department supervisor and was officially promoted from AR Coordinator. Efficiently calculated and submitted online filing of sales and use tax monthly.
- Rescued a major client account that was in jeopardy due to ongoing invoicing issues. Quickly rectified the yearslong mistakes and retained the business. Took ownership for its multimillion dollar monthly processing.
- Time saving efforts included using technology to accelerate daily reconciliation of high volume of customer payments. Created Excel spreadsheet to organize credit card transactions and piloted digitalization of checks.
- Reconciled a very large corporate account with 100+ subaccounts that had never been balanced. Took over account management and within weeks reconciled all payments and invoices with no credits issued.
- Helped implement a new Oracle-based system and train employees on its functionality. Executed a series of test transactions to guarantee all bugs were fixed before full rollout, established SOPs and internal controls.

EDUCATION

Bachelor of Science, Accounting & Finance, Central Connecticut State University, New Britain, CT, 2013

Associate's Degree, General Accounting & Office Management, Tunxis Community College, Farmington, CT