

ALICE ACCOUNTING

5656 567th Place SW, Lynnwood, WA 98037

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SUMMARY

A highly organized and priority conscious Account Payable/ Receivable Specialist, and an analytical and collaborative Bookkeeper with 10 years experience in the accounting field.

COMPUTER SKILLS

IFS Applications, Peachtree, BPCS, QuickBooks, Excel, MS Word, and Turbo Tax, Quicken, IFS, Concur

WORK EXPERIENCE

ZymoGenetics, Seattle, WA Jun 2004 – May 2009

Accounts Payable / Accounting Assistant

Processed high volume expense reports and processed invoices and credit card transactions, responsible for month-end estimates, communicated with employees regarding expense issues, and responded to vendors' inquiry regarding payable issues.

- Coded and posted journal entries for credit card transactions and travel expenses to appropriate department and project budget, ensuring timeliness and accuracy of posting so each is captured in the corresponding pay period.
- Converted foreign exchange transactions, coded expenses to ensure posting to correct General ledger account and project, created Excel spreadsheet to capture data to pass on to Payroll Administrator, and linked spreadsheet to ADP system through in-house program, and achieved 100% on-time distribution.
- Documented step-by-step processes, captured screen shots, and wrote all procedures for AP position into manual for accurate transaction completion, enabling non-AP personnel to perform functions as required
- Coached and assisted 200-300 person sales force through-out continental U.S. on use of Concur expense processing software, ensuring accurate expense reporting, timely processing, while reducing AP time requirement by over 80%.
- Conferred with sales field force to troubleshoot Concur software entries to expense reports under tight time constraints, ensuring timely reimbursement of expenses.
- Coded up to 250 weekly entries and entered payables data valued at approximately \$1.5 million in 1st quarter of 2009 into IFS accounting software to be independently validated, with over 99% accuracy and a minimum of reworks.
- Collaborated with and assisted other AP clerks with processing up to 750 invoices per week, and editing and correcting reports valued at up to \$1 million per week,

accomplished 100% on time ensuring timely and accurate vendor payment processing.

Kindred Communications Inc. Bellevue, WA Jul 1998 – Nov 1999

Accounts Payable / Accounting Assistant

Managed A/P for a rapid growth high-tech company, processed expense reports, monitored timesheets, performed account reconciliation and analysis, input new employees into appropriate accounting databases, setup files for new employees, data entry, communicated with managers regarding payable issues, post to budgets, generated daily reports, assisted the controller with payroll, Form 1099, and W-2, other duties and projects as assigned. Utilized Peachtree accounting software.

- Processed AP invoices and resolved vendor issues for a rapid growth high-tech company, with over 98% accuracy.
- Monitored timesheets for approximately 100 employees to ensure valid hours and project assignment, ensuring accurate and timely client billing.
- Compared payroll system data to pay stubs, payroll report, and deductions to ensure accurate end-of-year reporting.
- Queried system for time frame and project to print daily project expense reports and vendor payment reports, to ensure timely client billing.
- Processed individual expense reports and communicated with individuals to resolve discrepancies for more than 50 employees, ensuring on-time and accurate payroll disbursement.
- Communicated with managers to resolve questions or issues on direct reports expense reports and vendor invoices, ensuring accurate coding to appropriate projects.
- Entered HR data for new hires into appropriate accounting database for payroll purposes on an as-needed basis, ensuring completion by next payroll period.
- Performed search and query for vendors exceeding minimum payment requirement, and printed Form 1099 for end-of-year tax purposes..

Check Electric, Inc. Edmonds, WA Jul 1992 – Feb 1996

Bookkeeper

Managed multiple accounts, reconciled monthly statements, prepared all quarterly and annual taxes, update invoices, maintained and processed payroll, data entry, filing, managed A/P and A/R, resolved billing and accounting discrepancies, prepared cash deposits and credit transactions. Utilized QuickBooks accounting software.

- Keyed in deposits and expenses, used reconciliation software to reconcile business and personal accounts, identifying and rectifying keying discrepancies discovered.
- Processed payroll for seven employees, and resolved billing and accounting discrepancies as they were identified.

- Prepared and filed small business quarterly tax forms, billed customers upon completion of work, processed AP invoices in a timely manner, and prepared case deposits on a weekly basis.

EDUCATION

BS / Accounting, Central Washington University, WA

Associate of Arts and Sciences Degree

Edmonds Community College; Lynnwood, WA