

Ms. Felicia Jones
PO Box 694, High Point, NC 27261
336-889-6127 **Answering Machine**
E-mail Address: feliciazj@gmail.com

EDUCATIONAL BACKGROUND

Bachelor of Arts Degree in Public Administration
North Carolina Central University, Durham, NC

SUMMARY OF QUALIFICATIONS

- **15 years of Experience in Accounts Payable, General Ledger and 3-Way Match, 7 years of SAP Accounting Experience, 5 years of Accounts Receivable Experience**
- **Peachtree Accounting, Quicken, QuickBooks Pro and Lockbox Experience**
- **Ability to accurately key, process, and code 3000+ invoices weekly**
- **1 year of Tax Prep Experience, 10 years of Data Entry, Month End and Year End Accounting Guru, 7 years of Office Management, 5 years of Customer Service, 10 years of Administrative Assistant Skills**
- Energetic self-starter or Team Player, Strong Oral and Communications Skills, Excellent Analytical ability, Professional Demeanor, "Can Do Spirit"
- Proven ability to prioritize work and handle multiple projects simultaneously with a condensed schedule. Excellent interpersonal skills including patience, flexibility, consideration, discretion, tact, confidence and initiative.

COMPUTER SKILLS

Oracle Accounting, Peachtree Accounting, SAP Accounting, Quicken, QuickBooks Pro, QuickBooks Manufacturing & Wholesale, Excel 2007, Word 2007, Access 2007, PowerPoint 2007, Outlook 2007, AS/400, Windows 2007, Office XP, Lotus Notes 7.0, Crystal Reports 8.5, Project 2007

PROFESSIONAL EXPERIENCES

EtcBusiness, Browns Summit, NC 08/2002 – 04/2009
JUNIOR ACCOUNTANT

- Researched past due accounts and contact customers/vendors who are delinquent on payments, performed bank reconciliation and assist with month-end close journal entries; Vendor invoice matching, account coding, and data entry, Created, processed and maintained purchase order system, independently resolved invoice discrepancies, arrange returns, and check order receipts.
- Communicated with suppliers to place orders, expedite delivers, solve invoice discrepancies, revise pickup and/or shipping schedules, arranged returns, notify of complaints or rejections, obtained shipping and forwarding information, and obtained pricing and availability information. Input the timecards into Tempwizard to create import file for ADP. Transmit paydata to ADP and tax preparations.
- Responsible for all aspects of accounts payable. Prepared journal entries on a monthly basis. Reconciled general ledger accounts on a monthly basis. Year end work papers for accounts payable. Responsible for monthly imputing into general ledger, Journal entries to correct any miscoding.
- Worked closely with group Controller on b/s analysis, month end close and monthly/quarterly reporting to the client.

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Triad Business News, High Point, NC 10/2001 - 07/2002
ADVERTISING EDITORIAL RESEARCH ANALYST

- Developed Access databases for client services for 20,000 customers.
- Created reports showing results of market research along with assumptions and recommendations regarding advertising and editorial promotion and intensive Internet research.
- Called on existing accounts as well as cold call for new business, process ad sales, data analysis, and prepare timely final reports addressing key client objectives.

EtcBusiness, Browns Summit, NC 08/1994 -10/2001
ACCOUNT PAYABLE MANAGER

- Processed invoices for payment, Reviewing invoices for accuracy and proper coding. Following up on payments to ensure proper posting, resolved payment issues. Running and analyzing aging reports.
- Reviewed financial statements, balance sheet reconciliation, general ledger maintenance, reporting and analysis. Researched cash discrepancies on disposals; Maintained monthly reject and repurchase payment backup files.
- Prepared month end reconciliation of various general ledger accounts.
- Assisted in preparation of Financial reports and statements.
- Provided Administrative support to the CEO and CFO
- Coordinated Quarterly Board meetings
- Created PowerPoint presentations for Quarterly & Annual meetings
- Calendar maintenance
- Prepared, submitted and reconciled expense reports
- Provided support to visiting Executives and Board members
- Coordinated meetings, appointments, conference calls, etc. (both business and personal)
- Prepared Extensive travel arrangements (both business and personal)
- Created PowerPoint slide show presentations. Screened heavy telephone calls, customer service, purchasing, project development. Prepared and submitted budgets developed & created proposals. Maintained project files and records. Handled preparations for large, formal meetings, including catering, made travel arrangements and prepare expense reports for staff members. Bank Reconciliation, fixed assets, tracked general ledger entries, technical accounting, generated purchase orders, received checks, entered payroll, processed freight claims, setting up vendor.