

Abigail Ingram

Ben Wheeler, TX 75754

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Professional Summary

Detail-oriented and analytical Assistant Controller with 6 years of progressive experience in financial reporting, budgeting, internal controls, and compliance. Proven ability to support the CFO in driving accuracy, improving processes, and ensuring adherence to regulatory requirements. Strong leadership, problem-solving, and team collaboration skills.

Work Experience

Assistant Controller

Caruth Protection Services, LLC-Sunnyvale, TX

January 2022 to July 2023

Assistant Controller

April 2023 - Present

- Approve bank transactions and positive pay.
- Check signer and token holder
- Prepare and submit LOC compliance reporting, request advances and payments
- Prepare Monthly Business Review and weekly financial review reports
- Lead accounting operations, including general ledger maintenance, month-end close, and financial reporting.
- Company Credit card issuance and controls
- Train new employees on financial procedures and develop company-wide Standard Operating Procedures (SOPs).
- Vistage Member

Senior Accounting Specialist/Bookkeeper/Payroll Specialist

September 2022-April 2023

- Reconciled bank accounts weekly, resolved payment discrepancies, and ensured proper application of AR receipts.
- Managed daily bookkeeping activities, including journal entries, general ledger updates, and financial schedules.
- Prepare monthly adjusting journal entries and support management with financial insights and audit prep.
- Completed payroll processing by preparing employee hours and submitting approved payroll batches.
- File and remit monthly Sales Tax and Workers Compensation reports in compliance with state and federal regulations.
- Oversee certified payroll for federal jobs and ensure compliance with prevailing wage laws.
- Manage 401(k) processing, Federal payroll tax submissions, and State New Hire reporting.

Billing Clerk / Accounts Payable Clerk/Accounts Receivable Clerk

Jan 2022-September 2022

- Processed service and construction billing with a focus on accuracy and timeliness.
- Reviewed and set up new customer accounts and supported credit approval workflows.

- Worked closely with project managers to recover delinquent accounts and improve receivables turnover.
- Applied check and ACH deposits to customer accounts and maintained up-to-date records in accounting software.
- Managed ACH and check disbursements and ensured vendor compliance.
- Entered and coded vendor invoices, processed expense reimbursements, and issued vendor checks.

Accounting Clerk

Steve Silver Company-Forney, TX
September 2020 to December 2021

- Processed accounts payable, for both vendor invoices and expense bills
- Issued checks with attention to details for vendors and ensured payments were received in time
- Audited accounts payable to ensure accuracy in billing and items being coded to correct general ledger accounts. Corrected errors that were found.
- Reconciled several accounts monthly for accuracy and resolved issues as they arose.
- Advanced to Accounts Receivable for E-Commerce and Brick and Mortar accounts, several accounts with credit lines over \$1MM.
- Extensive account clean up
- Reviewed A/R aging of delinquent accounts and performed necessary steps to recover receivables.
- Reconciled payments on accounts with special attention to deductions
- Created credits for monthly charge backs, trade discounts and allowances, or damaged goods
- Assisted with daily deposits and bookkeeping responsibilities
- Assisted with set up of new accounts and determining credit worthiness for applicants requesting terms
- Assisted with approving orders for release based on payment history and current status, sent to company owner as needed
- Responsible to training of new accounts payable and accounts receivable employees

Accounting Clerk

GENERAL TRUCK SALES-Muncie, IN
March 2019 to December 2019

- Used Mixie Switchboard to answer phones for two locations and redirect as necessary
- Assisted manager and sales staff with administrative needs using Microsoft Office
- Processed accounts payable, 4,000 + monthly, for both vendor invoices and expense bills
- Issued checks with attention to details for vendors and ensured payments were received in time
- Audited accounts payable to ensure accuracy in billing and items being coded to correct general ledger accounts. Corrected errors that were found.
- Assisted with posting of cash receipts and expenses to journals or ledgers as needed.
- Reviewed, investigated, and corrected errors in financial entries.
- Reconciled several accounts monthly for accuracy and resolved issues as they arose.
- Reviewed A/R aging of delinquent accounts and performed necessary steps to recover receivables.
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, banking reconciliation and disbursements
- Responsible for testing and grading applicants using the Disc personality profile and Wonderlic assessments

Customer Service

Kohls
September 2017 to March 2019

- Responsible for assisting customers and associates with problems that arise during my shift.

- Responsible for counting and closing registers in the store.
- Responsible for orientation for new hires.

Veterinary Technician

Springfield Animal Hospital-Springfield, OH

June 2009 to March 2011

- Began working as a receptionist and was promoted to veterinary assistant then to office manager.
- Responsible for assisting doctors with routine and emergency patient visits and responsible for all aspects of patient care while in hospital.
- Assisted with all aspects of surgical procedure including set up and tear down, patient prep and monitoring, sterile procedure and scrubbing in, and patient recovery.
- Added responsibility to include inventory management, pricing, bookkeeping, sales and administrative duties and staffing when promoted to office manager.
- Supervised around 10 employees in the clinic

Education

Bachelor of Science in Accounting

Southern New Hampshire University-Manchester, NH

January 2021 to June 2023

Associate Associate in Veterinary Technology Criminal Justice

Skills

- Data Entry
- Journal Entries
- Animal handling
- Veterinary Technician Experience
- Bank reconciliation
- Customer Care
- Accounts Receivable
- General ledger accounting
- Public accounting
- MS Office
- Microsoft Word
- Animal Restraint
- Office Management
- CSR
- Kennel experience
- General ledger reconciliation
- Microsoft Office
- Bookkeeping
- Billing

- Outlook
- Customer Service
- accounting
- Veterinary Assistant
- Account Reconciliation
- Excel
- Accounts Payable
- Filing
- Customer Support