

JENNIFER STANTON

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Skills

- Microsoft programs, Word and Excel
 - Knowledge and experience with ADP, SAP, Reynolds and Reynolds, Peachtree, and QuickBooks accounting programs
 - Work well independently
 - Team player
 - Can multi-task, very organized and deadline driven
 - Self-starter
 - Reports generation and analysis
- Accounting, Accounting systems, Accounts Payables, Accounts Receivables, ADP, AR, AP, Automotive, Balance, Bank Reconciliation, Billing, Cash Flow, Contracts, Credit, Customer Service, Documentation filing, Finance, Financial Reporting, Fund allocation, General Ledger, Inventory, Invoicing, Marketing, Microsoft programs, Excel, Mail, office, Outlook, Word, Office manager, Payments, Payroll, Peachtree Accounting Software, Cost coding, Purchasing, QuickBooks accounting, Reconciliations, Record keeping, Reporting, Sales, SAP, Supervisory experience, Taxes

Education

- **Western Governors University** Bachelor of Science in Accounting

Experience

Accountant

Potter's House Apothecary

7/2018 to 10/2024
Peoria, AZ

Manage, assist and check invoicing, prepaid ledgers, daily payments, and bills.

- Tag and monitor fixed assets.
- Pay supplier and payable invoices in a timely manner.
- Take all reasonable discounts on supplier invoices.
- Pay any debt as it comes due for payment.
- Monitor debt levels and compliance with debt covenants.
- Ad Hoc analysis reporting, sales, inventory, job expense
- Ensure that receivables are collected promptly.
- Record daily cash receipts and record bank deposits.
- Conduct a monthly reconciliation of every bank account and credit card accounts
- Conduct periodic reconciliations of all accounts to ensure their accuracy, including company credit cards and expenses created by employees who have budgets.
- Maintain the petty cash fund.
- Cash flow reporting
- Issue financial statements.
- Provide auditing, and requested accounting information to the external CPA
- Maintain the chart of accounts.
- Maintain the annual budget.
- Calculate variances from the budget and report significant issues to management.
- Post payroll entries
- Provide clerical and administrative support to management as requested
- Responsible for Month end Trial Balance and close
- Calculate, file and pay monthly sales taxes

**Staff Accountant
Rio Glass Solar**

**11/2015 to 07/2018
Surprise, AZ**

- Communicated with Vendors, Management, Peers through Outlook, Skype
- Reconciled Bank Deposits / Transactions Daily by matching, reconciling bank portal balances with SAP balances - verifying transactions are accurate with proper back up documentation.
 - Wired vendor and inter-company payments nationally and internationally - by watching and determining best currency exchange rates, posting correct currency and exchange rate in Accounting.
 - Balanced Bank Statement each month to general ledger account.
 - Clear Check Cashing.
 - Answered management questions, simple SAP look up, or created reports via SAP and excel pertaining to management needs.
 - 3 Way Matched Payables , along with coding , posting and issuing Payments via wire and check
 - Posted payroll entries via ADP reporting by journal entry.
 - Balanced journals, Petty cash, Credit Card Statements, Outstanding PO's, Accounts payable, Accounts Receivables.
 - Assisted in month end financials by transferring general ledger data to work sheets in the finance excel workbook.
 - Cash Flow reporting, weekly basis, quarterly expenses, determining needs based on expenses.
 - Processed AR invoices by posting in SAP, applying payments to customers.
 - Posted and balanced inter-company invoices by cost coding and journal entries.
 - Handled all international funds / currency and transfers, received and sent payments.
 - Open the mail each day / distributed to correct department.
 - Kept proper record keeping / 1099 / vendor files / request w9's.
 - Kept a good report with vendor contacts and fellow employees.
 - Calculated, reported and issued the AZ sales tax , TPT, monthly
 - Maintained office supply inventory

**Lead Billing Specialist
Bill Luke Chrysler Jeep Dodge**

**10/2013 to 11/2015
Phoenix, AZ**

- Verified all accounting documents were properly received in each car deal contract.
- Processed high volume new and used car deals/ cost coding/ account allocations by imputing data into Reynolds and Reynolds accounting.
- Processed payments / down payments and set up receivables.
- In direct relations with lien holders and institutional banks for payoffs on traded in vehicles.
- Responsible for the payment and processing of all aftermarket contracts (Gap, Service Contracts, Tire and wheel, etc.) submittals and payments and reconciliations.
- Worked accounting schedules, journals, that pertained to my duties - New and Used Car inventory balances, warranty journals, after market sales, for correct totals and balances.
- Assisted in month end financials by reporting and balancing matching sales totals.
- Calculated Salesman commissions on each car deal, reports given to payroll dept
- Helped other accounting desks, titles, payables, receivables, office manager, when needed.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies

**Office Manager
Custom Sign Design**

**09/2004 to 12/2014
Surprise, AZ**

- Accounts payable
- Customer Invoicing and Receivables.
- Balanced and allocated expenses into Quick Books.
- Purchasing, ordered supplies and inventory.
- Marketing, designed webpages and online sales pages.
- Created and Designed Signs, Banners using Lexi Pro software.
- Appointment set-ups, Quotes.
- Sales, Installation, Customer Service.
- General Ledger and Financial Reporting.
- Sales, State and Federal Taxes preparation and filing
- Created chart of accounts based on small company needs.
- Trained personnel on new Accounting system.
- Data Compiling - went through all receipts, credit card, PayPal and bank statements to record correct data.
- Balanced Bank Statements.
- Processed Invoices – reported revenue
- Coded Expenses

**Assistant Office Manager
Sanderson Ford**

**05/2001 to 08/2004
Glendale, Phoenix, AZ**

- Performed supervisory duties for 6 employees.
- Worked accounting schedule, journals, General Ledger balancing, Financial reporting through Reynolds and Reynolds accounting.
- Prepared correspondence, accounting and financial documents for analysis.
- Reconciled banks statements, check clearing, credit card statements.
- Processed and filed State and Feral Taxes.
- Covered other employees' desks while on vacation: accounts payable/accounts receivable/billing/titles.
- In direct relations with lien holders and institutional Banks.
- In direct contact with customers, collecting the required information and paperwork to acquire funding.
- Responsible for contract funding and collecting payments.
- Performed and maintained analysis reports both daily and monthly CIT reports
- Worked accounting schedules that pertained to duties, deposit and cash reports, new and used car sales totals
- Effectively controlled the release of proprietary and confidential information for general client lists.
- In direct relations with lien holders and institutional banks.
- Performed daily deposits for all departments.
- Responsible for contract funding and collecting payments.
- Performed and maintained analysis reports both daily and monthly.
- Control of office supply inventory and the ordering of supplies.