

ELIZABETH ASHLEY FLACK

ACCOUNTING PROFESSIONAL | AR/AP | RECONCILIATIONS | FINANCIAL COMPLIANCE

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PROFESSIONAL SUMMARY

Accounting professional with experience in accounts receivable, cash application, accounts payable, reconciliations, invoice review, payroll, grant compliance, and financial data management. Processed approximately 50 invoices and 50 customer payments daily in a high-volume accounts receivable environment. Advanced Microsoft Excel user with hands-on experience in SAP, QuickBooks, Xero, AS400, Smartsheet, ADP, and remote digital workflows. Recognized for accuracy, structured organization, dependable follow-through, and careful documentation.

CORE COMPETENCIES

Accounts Receivable | Cash Application | Payment Posting | Accounts Payable | Account Reconciliations | Aging Reports | Invoice Processing | Journal Entries | Payroll | Grant Compliance | Financial Documentation | Standard Operating Procedures | Remote Workflow Organization

TECHNICAL SKILLS

Microsoft Excel (Advanced): PivotTables, XLOOKUP, VLOOKUP, INDEX/MATCH, SUMIFS, Power Query, Power Pivot, conditional formatting, macros, formulas, and data cleaning

Accounting and ERP Systems: SAP, QuickBooks Online, QuickBooks Desktop, Xero, AS400, and Oculus

Business Systems: Smartsheet, OneNote, ADP, Microsoft Office, and Google Workspace

PROFESSIONAL EXPERIENCE

North Carolina Administrative Office of the Courts - Human Trafficking Commission |

Feb 2025 - Present

Remote

Grants Associate

- Review financial reports, invoices, and supporting documentation for compliance with program rules and government requirements.
- Evaluate receipts, timesheets, payroll records, rent agreements, and other financial documentation for accuracy, completeness, and policy adherence.
- Use Excel and Smartsheet to track review activity and maintain organized digital records across agencies and reporting periods.
- Organize remote review workflows in OneNote by agency and reporting quarter to support efficient retrieval and consistent follow-up.

Temp Solutions - Assignment Supporting the Human Trafficking Commission | *Remote*

May 2024 - Feb 2025

Administrative Specialist I

- Reviewed financial reports and reimbursement documentation for compliance with federal and state requirements.
- Examined grant-related invoices and supporting records for accuracy, completeness, and adherence to policies.
- Created standard operating procedures to promote consistent review processes and support employee training.
- Tracked financial-review processes in Excel and Smartsheet while working independently in a remote environment.

Johns Hopkins University | *Baltimore, MD*

Apr 2022 - Jun 2022

Sponsored Projects Accountant

- Reviewed notices of award in Oculus and interpreted terms and conditions before establishing sponsored awards in SAP.
- Created SAP master data and budget data to support accurate control of revenues and expenditures.
- Applied institutional policies and award requirements to support compliant financial setup and documentation.

Robert Half | *Baltimore, MD*

Oct 2021 - Jan 2022

Accounts Receivable Clerk

- Processed approximately 50 invoices and 50 customer payments daily and applied payments to open invoices.
- Posted, verified, and recorded customer payments; updated account information; and maintained accurate customer ledgers.
- Reconciled customer accounts, tracked unpaid invoices, monitored the accounts receivable inbox, and investigated payment discrepancies.
- Processed check, ACH, wire, and other electronic payment activity and maintained organized supporting documentation.
- Entered transportation records in AS400 and scanned checks for bank deposit processing.

ADDITIONAL ACCOUNTING EXPERIENCE

Robert Half | *Baltimore, MD*

Aug 2021 - Sep 2021

Payroll Clerk

- Updated payroll records and entered employee pay-rate and status adjustments.
- Calculated payroll liabilities, including federal and state taxes and employer contributions.
- Resolved payroll discrepancies, processed W-4 and MW507 documentation, and supported timely payroll and tax reporting.

Staff Accountant

- Performed monthly account reconciliations and maintained accounts receivable aging information.
- Recorded journal entries for cash receipts, cash purchases, and amortization schedules.
- Processed accounts payable, payroll and tax deposits, sales tax, invoices, credit memos, and recurring entries.
- Created vendor records in QuickBooks Desktop and QuickBooks Online.

Accounting for Jewelers, LLC | Nashville, TN

Feb 2016 - Sep 2016

Accounting Assistant

- Performed monthly reconciliations and processed accounts payable transactions.
- Recorded invoices, credit memos, recurring entries, wire transfers, and bank-feed transactions in Xero.
- Prepared and edited Excel files for Xero import, including client inventory data, and created vendor records.

Wilson Accounting Services | Pensacola, FL

Jan 2015 - Feb 2016

Accountant/Owner

- Performed monthly reconciliations, processed accounts payable, and recorded invoices, credit memos, recurring entries, and wire transfers in Xero.
- Reviewed client documentation for completeness and accuracy before Xero setup and created vendor records.

Wilson Family Medical Center | Pensacola, FL

Jul 2009 - Jul 2013

Administrative Assistant

- Used medical billing software to process accounts receivable and accounts payable transactions, including patient copays and insurance payments.
- Reconciled daily cash and credit card activity, prepared bank deposits, calculated biweekly payroll, and trained new employees.

EDUCATION

B.S. Business Administration (Accounting): University of West Florida, 2013

B.A. Psychology: University of West Florida, 2009

SELECTED CREDENTIALS AND PROFESSIONAL DEVELOPMENT

Intuit Bookkeeping Professional Certificate | SAP ERP Essential Training | Google Project Management Professional Certificate | Toastmasters Competent Communicator | Additional training in accounting, Excel, project management, nonprofit finance, and business systems