**Experience:**  
  
Professional Experience  
  
ICF International (Contract Work through KForce), Fairfax, VA  
Senior Accounts Payable Processor May 2016–Jun 2016  
Expertly processed 200–300 accounts payable and purchase order vouchers and adjustments weekly  
Conducted audits on work done by other processors, making corrections and adjustment as needed  
  
Aegis Defense Systems, McLean, VA  
Accounts Payable Specialist Sep 2015–Jan 2016  
Efficiently handled all aspects of the accounts payable process, which include processing and mailing weekly checks, encoding   
  
invoices, and evaluating all invoices to ensure proper documentation and approval prior to payment  
Keenly tracked discount opportunities; validated remittance data; and resolved purchase order, contract, invoice, and payment issues  
Assumed responsibility in reviewing and processing credit card bills, reconciling vendor statements, resolving discrepancies, and   
  
addressing vendor inquiries  
Maintained information confidentiality to protect the organization’s value  
Rendered administrative and clerical support, including copying and filing documents, and managing correspondences  
  
FHI360 (formerly Academy for Educational Development), Washington, DC  
Accounting Associate Sep 2009–Jul 2015  
Thoroughly evaluated and managed more than 100 domestic and international weekly expense reports for employees, participants, and   
  
consultants  
Utilized Jamis and ProcureIt accounting systems to establish vendors, participants, and foreign consultants  
Managed regular vendor invoices and invoices with purchase orders through ProcureIT  
Promptly responded to inquiries from vendor and project employees on payment activity and account history, including refunds, credit   
  
memos, and journal entry adjustments  
Performed comprehensive research on returned checks to determine root cause of undelivered check status  
Initiated extensive assessment of general ledger account activity and vendor history reports for accuracy and correctness  
Processed 200-250 invoices per week, both AP as well as PO vouchers  
  
Contract Employment, Washington, DC  
Accounts Payable Associate Dec 2008–Aug 2009  
Oversaw accounts payable and administrative functions for various company across Washington, including the Horning Brothers (Aug   
  
2009), The House of Representatives (Mar-Apr 2009), International Research and Exchanges Board Jan-Mar 2009), and The Dixon Group (Dec   
  
2oo8)  
  
DCS Corporation, Alexandria, VA  
Staff Accountant Aug 2005–Jul 2008  
Seamlessly handled 75 to 100 accounts payable and purchase order vouchers with median check runs from $300K to $400K  
Reviewed and processed 60 - 75 travel expense reports per week to guarantee compliance with Department of Defense per diem rates  
Managed reconciliation of both corporate American Express and VISA accounts to verify alignment of documentation with charges on   
  
monthly statements  
Spearheaded the processing of 15 to 20 monthly rent payments, as well as the overall efficiency of rents and leases documentation  
Maintained accuracy in processing journal entries for vouchers, as well as in supporting year-end accounting function involving   
  
processing 1099s  
  
Earlier Career with Selected Accomplishments  
  
Internosis, Arlington, VA  
Accounts Receivable Accountant Apr 2004–May 2005  
Successfully completed monthly revenue reconciliation for 35-40 federal and commercial contracts  
Pioneered the development of invoices for projects after using Soloman to run billing processing forms  
  
Computer Sciences Corporation (formerly DynCorp), Falls Church, VA  
Labor Accountant May 2001–Apr 2005  
Accounting Associate  
Presided over weekly reviews of more than 1,000 invoices to guarantee proper coding, sales/use tax accruals, and compliance with   
  
government policies for $2M national contracts with the United States Postal Service (USPS) and the Defense Security Service (DSS)  
  
The Motley Fool, Alexandria, VA  
Accounts Payable Manager Jun 2000–May 2001  
Seamless handled and processed more than 150 invoices valued up to $500K weekly  
Utilized AP invoice logs, PeopleSoft, and Paymentech systems to significantly mitigate invoice processing time by almost 80%  
  
Dominion Dental Services, Alexandria, VA  
Staff Accountant Jun 1998–Jun 2000  
Ensured accuracy in processing monthly broker commission statements and proficiently resolved several discrepancies between statements   
  
and cash receipt reports  
  
  
**Education:**  
  
Education and Credentials  
  
Bachelor of Arts in Political Science, 1988  
Saint Lawrence University - Canton, NY  
  
Certificate of Business Studies (Graduate Program), 2003  
Marymount University - Arlington, VA  
  
Business Administration Graduate Studies, 1992  
George Mason University - Fairfax, VA  
Relevant Coursework: Cost Accounting, Corporate Finance, Federal Taxation, Financial Accounting, Intermediate Accounting, Computer   
  
Information Systems, Topics in Fraud Accounting, Managerial Accounting, Auditing  
  
  
**Affiliations:**  
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**Skills:**  
  
Areas of Expertise  
  
Accounting Procedures and Internal Control  
Conflict Resolution  
General Ledger  
Customer Service  
Accounts Payable/Accounts Receivable  
Records Management  
Staff Leadership and Team Building   
  
**Additional Information:**  
  
  
Technical Skills  
  
Microsoft Office Suite (Excel, Word, and PowerPoint) | PeopleSoft | Jamis | Deltek | Costpoint   
  
**Reference:**  
Available upon request.