**[Finance](https://www.postjobfree.com/resume/ad1ji3/finance-alexandria-va)**

**Location:**Alexandria, VA, 22305

**Posted:**January 17, 2024

**Contact Info:**

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**Resume:**

Tanisha Nichola Jones jayaminicki@gmail.com

OBJECTIVE

To work immediately in an honest department for the government, nonprofit organization or association, or with tax professionals as an Accounts Receivable Specialist, Billing Specialist, Finance Specialist, or Tax Assistance Clerk.

CORE SKILLS

Reporting Skills, Balance Sheet, Income Statement, Bank Reconciliations, Audit Preparation Invoicing, General Ledger, Payroll Reconciliation, Journal Entries, Problem-Solving Accounts Payable (A/P), Accounts Receivable (A/R), Personify, QuickBooks Dynamics NAV 2017, SAGE MAS, Proficient in Microsoft Word, Excel, Access, Teamwork

PROFESSIONAL EXPERIENCE

DoorDash, Waukegan, IL 1-855-830-5429

8/2020 – 2/2021

Dasher

Picked up food from fast food restaurant and delivered food items to location as requested by customers.

Provided customer service.

Reviewed order.

Made suggestion to review DoorDash app to make sure it was working correctly. Dawning Point Learning Center, Stafford, VA 540-659-9227 11/2020 – 11/2020

T.A.

Assisted with toddlers in reading to them.

Taught toddlers to share and went over numbers on learning toy. Watched toddlers during lunch and nap time.

Made a suggestion about covering wall sockets.

Inquired about carpet cleaning in toddlers’ room.

Suggested other learning toys for toddlers.

Papa John’s, Stafford, VA 540-288-9445

8/2020 – 9/2020

Delivery Driver

Delivered ordered food to customers.

Assisted with preparation for food.

Cleaned dishes, workstations, and took out trash.

Cleaned dirt and grime in the bathroom and on the floors to improve appearance of store.

Asked customers to check over food before leaving to reduce complaints about any missing condiments or food.

Wrote on receipts amount received in cash tips and initialed to help store with accuracy.

Bates Trucking Trash Removal Inc., Bladensburg, MD 301-773-2069 6/2020 – 6/2020

Accountant

Worked and aided Controller for waste management company. Recorded deposits and payments from customers.

Assisted with weekly/monthly budget labor costs spreadsheet. Responsible for bank reconciliations.

Worked on spreadsheet for payroll reconciliation by county for over 100 employees.

Identified employees missing pay for days worked. Assisted with resolving bank reconciliation differences.

Posted payroll entry and suggestion was made to change classes in QuickBooks. Accounting Principals, Washington, DC 202-478-4945 Contractor

8/2019 – 5/2020

American College of Cardiology, Washington, DC

Temporary Employee, Finance and Property 202-375-6000 9/2019 – 5/2020

Assisted and supported Team Leader for nonprofit medical society. Verified credit card transactions against provided documents. Created invoices for MedAxiom, reviewed cancellation spreadsheet for journal entry and attached supporting documentation using QuickBooks. Assisted with gathering data for amortization schedule. Analyzed assigned accounts.

Reviewed and inputted bank reconciliations into Navision from 10/2018 –2/2020, bringing a zero balance between the general ledger and bank module. Identified and discrepancies was resolved between Personify and Verisign. Handled bank reconciliation spreadsheet for a volume ranging from about 100 to over 500 credit card transactions.

Trained Team Leader on credit card reconciliation and identifying deposits in transit.

EDUCATION

George Mason University, Information Systems and Operations Management 2014 - 2018 (No degree received)

George Mason University, Decision Sciences and Management Information Systems

1999 – 2000 (No degree received)

Associate of Science in Business Administration, May 2006 Northern Virginia Community College, Alexandria, VA John 3:16