**[Staff Accountant](https://www.postjobfree.com/resume/ad0pw6/staff-accountant-hyattsville-md)**

**Location:**Hyattsville, MD

**Posted:**October 30, 2023

**Contact Info:**

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**Resume:**

? Marie Anderson

(240) 791-2529

manderson\_3@hotmail.com

Hyattsville, MD

Proficient: MS Office Suite, Microsoft Dynamics, PeopleSoft, Great Plains, Yardi, PN3, M3, Concur & Outlook

Professional Experience

Elme Communities October 2022 - Present

Staff Accountant

? Create, review and post invoices, for vendors, real estate taxes, and permits for our REIT portfolio

? Work with Property Accountants for invoice approval

\* Assist Controllers and Property Accountants with paying taxes in a timely manner

\* Use Excel to track property GLs for closeout

? Resolve a high volume of inquiries via ticketing/workflow system and email

? Code and post invoices in M3 software

? Research and respond in a timely manner to employee and vendor invoices questions

? Reconcile vendor statements, research, and correct discrepancies

Supernus Pharmaceuticals October 2021 ? October 2022

Senior Accounts Payable Analyst (Consultant)

? Routed SOWs, Purchase Orders, and Invoices in DocuSign to managers, executives, and Supernus President for signatures

? Created purchase orders for SOWs in Microsoft Dynamics in a timely manner

? Received a high volume of invoices in Microsoft Dynamics for the Marketing Department with accuracy

? Used Excel to track invoices

? Used PN3 software to code invoices and travel reimbursement in a timely manner

? Paid invoices and travel reimbursement with accuracy

Van Metre Companies February 2021 ? October 2021

Accounts Payable Specialist (Consultant)

? Used credit cards to pay utility bills on bill.com

? Prepared journal entries in Yardi with accuracy

? Processed residential and commercial invoices in a timely manner

? Full cycle accounts payable

? Reconciled vendor account statements

? Used formulas in V-lookup to find vendor information

? Used pivot tables to organize vendor information

? Maintained a high degree of confidentiality

Universal Service Administrative Company (USAC) January 2020 ? November 2020

Staff Accountant (Consultant)

\* Performed specialized compliance audit work in accordance with rural healthcare audit standards

\* Communicated compliance results verbally and in writing

\* Used Excel to enter data to determine eligibility for funding in a timely manner

\* Coordinated with supervisors to resolve checklist guidelines issues

\* Trained contractors on day-to-day activities

GEA Engineering April 2019 ? December 2019

Accounts Payable Specialist (Consultant)

? Used Microsoft Dynamics to process accounts payable backlog 200 invoices+/week

? Coded invoices in PeopleSoft in a timely manner

? Audited and processed backlog of expense reports for multiple vendors in accordance with Expense Policy

? Communicated to reconcile vendor invoice payments

? Participated in daily meetings to give updates on the invoice backlog Excel progress report

? Used formulas in V-lookup to find vendor information

? Used pivot tables to organize vendor information

? Coordinated with colleagues and supervisors to get invoice updates and to resolve invoice processing issues

EagleBank August 2018 ? February 2019

Accounts Specialist (Consultant)

? Used Excel to track incoming wires for business accounts

? Assisted in month and year-end, matching and coding account names

? Assisted in 1099 processing and ensured information was accurate for attorneys

? Assisted the operations manager with stop payments and issuing checks to customers

Transportation General, Inc. April 2011 - March 2018

Coordinating Specialist

? Answered customers' questions about the products and services at an inbound call center?

? Used Excel to track daily account trips

? Corresponded?with account managers to maintain a positive relationship?

? Efficiently scheduled a high-volume of trips to ensure a shorter wait time?

? Worked with other departments to research and resolve issues?

? Trained employees on day-to-day activities?

Education

University of Maryland University College Information Systems Management In progress