## **DAWN RICHEY**

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## **Summary**

## Analytical, results driven accounting professional with seven years of current experience in general accounting, expense reports, corporate cards and accounts payable and comprehensive working background in procedures and processes. Proficient with working within and team and participation in cross training. Cultivate positive relationships with co-workers, clients, vendors, suppliers through efficient communication and action-oriented solutions.

## **Skills**

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| --- | --- |
| Oracle HCMWorkday FinancialsSage IntacctAccounts PayableMicrosoft ExcelPivot Tables | SAP ConcurMicrosoft SharePointNetsuiteAccount ReconciliationAccountingWritten /Communication |

**Experience**

Accounting Assistant (Contractor), The Planet Equity Group, March 2023-September 2023

* Support the Finance team in accounting and administrational related activities
* Working together with the Finance team on monthly closing cycle
* Responding to questions and inquiries about timesheet issues
* Generate daily and weekly reports and uploading them to Excel spreadsheets
* Send email to all employees each week as a reminder to complete timesheets and to send to appropriate management personnel for approval
* Various other report generation as needed and required

Accounts Payable Clerk (Contractor), ACRO Service Corporation, February 2022-October 2022

## Accounts Payable Clerk (Contractor), Robert Half, July 2021 - February 2022

* Managing accounts payable using Workday Financials, Sharepoint, Sage Intacct

## Handling accounts payable for separate entities and vendors.

## Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures.

* Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
* Verify supporting documentation for daily invoice processing, to include reviewing invoices for accuracy, appropriate approval, and general ledger/cost coding.
* Post invoices and credits, while reviewing and maintaining accounts.
* Help manage vendor requests and coordinate check runs with accounting management.
* Investigate and reconcile vendor statements, resolving outstanding aging invoices in a timely manner.
* Answer inquiries from employees and outside vendors regarding accounts payable and related matters.
* Received payment requests via MS Outlook

## Accounting Clerk, Accenture, August 2016-June 2021

* Perform full cycle accounts payable functions (match, batch, and code invoices)
* Process 50-75 invoices/ day
* Maintain vendor accounts; obtain 1099 forms
* Complete check runs
* Assist with closing periods

## Reviewed and coded invoices and other records to maintain organized and accurate records.

## Evaluated expense reports for accuracy and adherence to company policies.

## Balanced reports and batch summaries to submit for approval.

## Completed payments and expenses by receiving, processing, verifying and reconciling invoices using SAP Concur

## **Education and Training**

## Some College

## Accounting, National American University, Georgetown, TX