

Amy Mejia

Washington, DC

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EDUCATION

QuickBooks Certification

October 2017 – December 2017

PROFESSIONAL EXPERIENCE

Washington Metropolitan Area Transit Authority, Washington, DC December 18, 2023 – October 31, 2024
Sr. Accounts Payables Specialist - Contract

- Analyzed discrepant vouchers, identified the problem's root cause, and recommended a solution for improved accuracy and efficiency.
- Leveraged Peoplesoft Fin and Concur to improve daily invoice processing and account reconciliation efficiency and effectiveness.
- Served as the escalation point for the APInquiries inbox and resolved invoice and payment discrepancies.
- Demonstrated strong attention to detail and excellent interpersonal skills, facilitating communication across all management levels.
- Provided technical support to internal staff and served as a subject matter expert for Peoplesoft Fin.
- Ensured that canceled checks were processed timely by working with TRES and recording in Peoplesoft Fin.

New America, Washington, DC
Staff Accountant - Contract

February 5, 2023 – October 16, 2023

- Managed all disbursement activities, including payments to vendors, consultants, grants, programs, and employee reimbursement.
- Ensured timely and accurate processing of accounts payable submissions, including verifying documentation, approval levels, and policy adherence.
- Review AP documents for interim and annual audit and 990.
- Reconciled corporate credit card, bank statements, and month-end close.
- Identified and implemented process improvement enhancing efficiency and internal controls within the AP function.
- Executed contracts via salesforce for grantees or honorarium participants.

Iris Powered by Generali, Washington, DC

October 6, 2022– December 16, 2023

Accounts Payable Manager

- Conducted research and analysis on payment delay issues related to any payment methodology.
- Leveraged SAP, Concur, Ivalua, and other systems to improve the efficiency and effectiveness of month-end close and reporting processes.
- Supported regular budgeting, forecasting, modeling, and reporting activities (including variance analysis of revenue, expense, and cash flow)
- Executed month-end close areas such as cash, accruals, payroll, fixed assets, prepaid expenses, leases, intercompany payables/receivables, AP and T&E accruals, and general other assets and liabilities.
- Collaborated across departments to understand business needs and work to support them proactively.

The Chanzuckerberg Initiative, Redwood City, CA

November 2021 – October 2022

Staff Accountant– Contract

- Created, updated, and maintained process documentation.
- Worked on the month end close areas such as cash, accruals, payroll, fixed assets, prepaid expenses, leases, intercompany payables/receivables, AP and T&E accruals and general other assets and liabilities.
- Leveraged Workday, Salesforce, and other systems to improve the efficiency and effectiveness of month end close and reporting processes.
- Researched and resolved issues or discrepancies with vendor accounts, bill pay, or invoices.
- Responded to vendor request and inquiries.
- Assisted with audit as needed.

Everis USA, Arlington VA

April 2019 – September 2021

Sr. Accounts Payables Specialist

- Reviewed and processed over 200+ domestic and international vendor invoices monthly.
- Managed 3 inboxes for AP, Expense Reports, and Subcontracting.
- Ensured subcontracting payments were prepared, processed, paid, and filed in a timely manner.
- Resolved invoice and payment discrepancies and prepared documentation for files.
- Supervised Expense Report team and analyzed for areas of improvement.
- Created standard operating procedures for the AP department and cross trained when necessary.

- Performed General Ledger/Bank and Credit Card Reconciliations monthly and ensured correct account codes and submission of all documentation for all transactions.
- Prepared wires, ACH's, and other electronic funds transfer using various online banking systems.

SANS Institute, Rockville MD

January 2019 – April 2019

Accounts Payable Staff Accountant – Contract

- Audit expense reports (Excel reports and in the Concur system)
- Processed ACH and check payments for employee and contractor expense reports, per diem and cash advances.
- Responded to employee and contractor expense, per diem and cash advance queries
- Processed vendor invoices for check payment in Microsoft Dynamics SL
- Preparation of USD and foreign currency wires and entry into Microsoft Dynamics SL
- Setup new vendors in Microsoft Dynamics SL Requirements.

Banyon Global, Washington DC

October 2018 - December 2018

Jr. Accountant – Contract

- Converted foreign currency at current posted rates.
- Accepted and approved expense reports and timesheets in accordance to current per diem rates & company policies.
- Reconciled daily and monthly bank transactions.
- Maintained general ledger including accounts receivables, accounts payable, cash disbursements, journal entries, and month-end.

Ayala, Vado, & Associates, Washington, DC

April 2018 – October 2018

Payroll Clerk

- Maintained payroll information by collecting, calculating, and entering data for over 30 companies on a weekly basis.
- Prepared reports by compiling summary of earnings, taxes, deductions, leave, disability and non-taxable wages.
- Resolved payroll discrepancies by collected and analyzing information.
- Determined payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Ensured legal compliance with any new state tax laws or jurisdictions.
- Made weekly and semi-monthly deposits for multi-state payroll tax liabilities.
- Prepared documents for annual and project audits as well as any compliance requirements (W2, 941, 1099s, 990) relevant to above duties, as necessary and assigned.

Gallihier & Huguely, Washington, DC

Sep 2015 – April 2018

Accounts Payable Clerk

- Completed data entry of over 50 + unpaid purchase orders weekly into Eagle Browser.

- Disbursed petty cash by recording entry, verifying documentation.
- Verified vendor accounts by reconciling monthly statements and related transactions.
- Charged expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Maintained accounting ledgers by verifying and posting account transactions.
- Resolved bill/accounting discrepancies; maintained vendor document maintenance.
- Assisted with vendors' inquiries.

SKILLS

Previous Activities/Interest: Youth Ambassador w/ Office of Youth Empowerment

Computer Skills: QuickBooks Certification. Proficient in Microsoft Word, Excel, PowerPoint and Outlook Communication, Microsoft Dynamics SL, SAP, Concur, Quickbooks, Customer Service, Salesforce, Peoplesoft Finance and Workday

Skills; Bilingual (English and Spanish)

Other Skills/Certifications: Notary Public

References Available Upon Request