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| Joanidhi, Angela |
| 1987 Lancaster Lane, Wheaton, IL, (630) 827-9697, tjoanidhi@sbcglobal.net |
| **Objective** |
| To seek a challenging position in the accounting field.  **EDUCATION** |
| ***Benedictine University (May 2016)***  Post Bachelor Accounting Certificate  **\*\*\***Educated in the New Revenue Recognition Standard issued recently by FASB and Accounting standard update on leasing  transaction.  ***University of tirana, albania***  B.s. in Economics  ***North Central College / cOLLEGE OF dUPAGE***  Relevant aCCOUNTING Courses  Intermediate Accounting (I, II), West Federal Taxation (I, II), Accounting Principles, Financial Accounting, Managerial Accounting,  Microsoft Office, Business, The Legal Environment of Business. |
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**Qualifications**

* Dedicated employee offering a strong education foundation in accounting
* Well versed in general accepted accounting principles
* In-depth knowledge of financial reporting, and preparing financial statements
* Long experience in accounts payable and receivable.
* Strong mathematic and analytic skills
* Ability to perform tasks accurately and work in a fast-paced dynamic environment

Experienced in Outlook, Microsoft Excel and Word, Quick Books, Avid, JD Edwards, Nexus, Yardi, Quick Books, SAGE.

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| **Experience**  *[Oct 2017 – Present HUFFINES COMMUNITIES DALLAS, TX](https://www.linkedin.com/search/results/index/?keywords=Huffines%20Communities)*    **[ACCOUNTS PAYABLE SUPERVISOR](https://www.linkedin.com/search/results/index/?keywords=Huffines%20Communities)**  • Manage full-cycle accounts payable including receiving, processing and verifying 800-1000 invoices per month.  • Prepare and file 1099Misc/NEC forms.  • Coordinate and monitor all controls within Accounts Payable interacting with internal customers and external suppliers • Work closely with management staff and other Finance departments in support of time bound processes • Develop implemented and maintained systems procedures and policies regarding Accounts Payable to reinforce  company guidelines and generally accepted accounting principles • Drive improvements in Accounts Payable processes including paper reductions and increase in electronic processes • Reconcile Accounts Payable related accounts for the month end closing • Ran Accounts Payable aging for all companies and explained changes in balances • Provide Accounts Payable assistance to department managers and operations staff respond to financial concerns  to meet business need  DEC 2016-SEPT 2017 BRINSON BENEFITS DALLAS, TX  **ACCOUNTS PAYABLE COORDINATOR**  • Post Cash journal entries to G/L using Quick Books.  • Complete intercompany transactions • Complete full cycle of AP.  • Prepare and file 1099 forms • Track fixed asset additions and new lawns, and prepare and maintain reports that help with the  monthly closing process.  • Monthly Bank Reconciliations for various banks • Assist accountant with payroll, payroll records, deductions, expense reports • Review Expense accounts and prepare monthly reclassification of Journal Entries • Develop, Improve, and Document Accounts Payable processes & policies • Analyze vendor accounts, follow up on the statements.  • Special projects as assigned.  **2001-2016 INLAND GROUP OF COMPANIES OAKBROOK, IL**  2014 –present Inventrust properties Oak Brook, IL  ***Accounts Payable Clerk***   * Handled the entire accounts payable process for Inland American Corporate Trust, UIC and Hotels   during the transition process of becoming retail oriented and separating from the parts of the company  oriented in other fields and changing multiple supervisors.   * Received the merit bonus at year-end for excellent job for 2 years. * Ensuring that the payment of invoices is completed in timely manner and in accordance with payment   terms   * Code invoices in the correct general ledger account and process checks in JDE and Yardi. * Handle bank reconciliations and journal entries. * Set up vendors in JDE, activate and inactivate them following the procedures in place. * Complete check void and manual matches as needed. * Carefully search JD Edward and Avid to resolve any arising issues * Assist manager with testing during implementing new accounting system. * Handle all rejected and on hold invoices in Nexus and errors in JDE during the check process. * Answer vendor’s phone calls and their inquiries; also help employees with their questions and requests. * Reconcile vendor’s accounts and follow on the statements. * Handle different projects as assigned, like outstanding checks, vendor P-card payment campaign etc.… | |
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| 2007 – 2014 RPAI Oak Brook IL  ***Accounts Payable Processor***   * Open and sort mail, match invoices with work orders, scan and index invoices in Avid with accuracy. * Responsible for entering in the system all electronic invoices and answer to vendor’s inquiries. * Responsible for cost allocation of UPS bills while preparing the spreadsheets and check requests for   them.   * Reconcile vendor’s accounts. * Research in JD Edward and Avid and solve different issues. * Review vendor statements to assure accounts are up to date. * Work on the different projects as assigned. | |
| *2003 – 2007* Inland-C*ommunity Property Oak brook, il*  *management*  ***Accounts Receivable Clerk***   * Inputted adjustments and maintained tenant’s accounts * Generated daily journal entry reports * Balanced bank deposited, cash receipt journals and monthly out-of-town cash deposits * Keyed in payments in tenant’s accounts and prepare bank deposits for various bank accounts * Prepared check requests and data for internal management reports |
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| *2001 – 2003* Inland-C*ommunity Property Management Oak Brook, il*  ***Leasing agent***   * Rented apartments for 404-appartment complex * Negotiated contracts and demonstrated properties as service representative to customers from a wide range of professional, cultural and socioeconomic backgrounds. * Verified potential renter references and qualifications * Interviewed prospective tenants and recorded information to ascertain needs and qualifications. * Accompanied prospects to model homes and apartments and discussed size and layout of rooms, available facilities, such as swimming pool, location of shopping centers, services available, and terms of lease. * Completed lease agreement and collected rental deposit * Answered and resolved resident questions, complaints, and concerns * Inspected condition of premises periodically and arranged for necessary maintenance. * Received company’s Recognition Award for outstanding customer service   2004 – 2011 America Best Value INN Glen Ellyn IL  ***GUEST SERVICE REPRESENTATIVE***   * Responsible for the front office operation during the evening hours. * Greet and welcome guests. * Sell the value of the rooms via telephone and in person. * Count and verify cash and keys. * Perform courtesy calls within 20 minutes after guest check-in. * Processes guest reservations, registrations, payments, and departures. * Balance all transactions and city ledger accounts through verification, shift reports and perform night audit. * Respond to all guest requests and follow through to assure satisfactory outcome and compliance. * Offer Guest assistance when needed whenever possible. * Solve guest issues and respond appropriately to emergency situations. * Train new front desk employees when is necessary.     **Volunteer WORK** |

*2007 Notre Dame Club of Greater DuPage Naperville, IL*

**Internal Revenue Service’s Volunteer INcome Tax assistance**

***Tax Assistance Program***

* Prepared annual Federal tax returns for individual clients
* Recognized for outstanding public service by the I.R.S. through the SPEC, VITA, and TCE

programs