

# Anne Molo

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## Professional Summary

Analytical, detail-oriented and highly organized Staff Accountant with a Bachelor's Degree in Accounting and over 15 years of experience in the full spectrum of financial accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

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## PROFESSIONAL EXPERIENCE

### Staff Accountant

Peak Express LLC: Cumming, GA

May 2019 to May 2024

- Processed daily financial transactions and performed monthly reconciliations using QuickBooks Online.
- Completed monthly bank & credit card account reconciliation.
- Managed accounts payable and receivable, including processing invoices and payments.
- Prepared and maintained accurate financial statements and reports for owners' review.
- Maintained the general ledger, generated financial reports and performed month- end close duties.
- Collaborated with external CPAs to facilitate tax return processes and ensure compliance with tax regulations.
- Issued 1099 forms to eligible recipients and provided year-end reports.

### QuickBooks Live Senior Bookkeeper

Intuit: Mountain View, CA

January 2023 to February 2024

- Matched bills/invoice payments with the bank feeds to avoid duplication errors and reviewed/created bank rules to streamline monthly tasks.
- Reviewed the undeposited funds account as well as any uncategorized income/expenses.
- Prepared and recorded month end journal entries.
- Completed payroll liabilities & sales tax reconciliations.
- Performed monthly categorization of all transactions, bank & credit card reconciliations, and reviewed financial reports for errors and made corrections when necessary.
- Performed book clean-up tasks for clients and ensured they were ready for tax filing purposes.

**Accounts Receivable Analyst**

Randstad: Atlanta, GA

February 2018 to May 2019

- Monitored aging of receivables to determine when corrective action should be taken (phone call, letters, credit hold).
- Worked with Credit and Customer Service staff to ensure that potential bad debt was minimized, and accounts are maintained accurately.
- Corresponded with clients to resolve payment issues and set up payment plans.
- Worked with field & branch managers to resolve billing disputes that caused delayed payments.

**Staff Accountant/Grants Billing Analyst**

Mary Hall Freedom House: Sandy Springs, GA

September 2013 to February 2015

- Obtained invoices and assigned appropriate billing codes for correct reporting of different federal grants.
- Assisted with contract and revenue tracking to ensure revenue was booked in proper periods, and contract totals were tracked. Ensured no overbilling of the grants.
- Conducted audit reporting of charges to identify inconsistencies and made corrections.
- Reviewed all timesheets to ensure (a) job codes were allocated correctly for payroll processing and (b) that each team member was reporting their time to the applicable job code.
- Provided monthly reporting to the controller for appropriate job coding and reconciled discrepancies timely.
- Completed various month-end close tasks including preparation of journal entries, bank accounts & credit cards reconciliations, and balance sheet reconciliations.
- Assisted with year-end internal and external audit process upholding SOX compliance.

**Billing Analyst**

DS Services of America, Inc.: Mableton, GA

April 2011 to September 2013

- Created, reviewed, and prepared consolidated invoices for national clients with multiple locations, ensuring accuracy and completeness of billing data.
- Resolved billing issues, such as discrepancies or disputes, by communicating with clients, branch managers and other stakeholders.
- Monitored and followed up on outstanding invoices, ensuring timely payment from clients.
- Responded to client inquiries regarding billing and payment issues.
- Collaborated with other departments to ensure accurate and timely reporting and analysis.
- Provided excellent customer service to clients and other stakeholders.

**Accounts Payable/Accounts Receivable Manager**

InHome Medical Solutions: Marietta, GA

January 2010 to February 2011

- Processed invoices, resolved missed payments and updated financial records.
- Updated receivables by coordinating and monitoring daily sales order processing and bank remittance transactions.
- Maintained accounting ledgers by posting daily & monthly account transactions.
- Met accounts receivable financial standards by providing annual accounts receivable budget information, monitored expenditures, identified variances, and implemented corrective actions.
- Maintained financial security by adhering to internal accounting controls.

### **Accounts Receivable Specialist**

Cherokee Town and Country Club: Atlanta, GA

April 2008 to September 2009

- Organized all internal and external customer accounts and identified all collection issues.
- Monitored bank accounts and applied Wires/ACH payments.
- Processed adjustments to customer accounts.

### **Accounts Receivable Clerk**

CarMax - Kennesaw, GA

March 2006 to April 2008

- Made copies of all checks, batched & coded vendor invoices, processed ACH bank deposits.
- Opened/processed mail.
- Obtained invoice approvals from department heads to process vendor payments.
- Collaborated with other department managers to resolve billing discrepancies to ensure timely payment of vendor invoices.

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## **EDUCATION**

### **Bachelor of Science in Accounting**

Strayer University, Roswell, GA.

Graduated: June 2015

### **Associate of Applied Science in Accounting**

Chattahoochee Technical College, Marietta, GA.

Graduated: December 2009

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## **SKILLS**

- Proficiency in accounting software (e.g., QuickBooks, SAP, Oracle, Net Suite)
- Strong knowledge of GAAP
- Financial analysis and reporting

- Bookkeeping
  - Budgeting and forecasting
  - Accounts payable/receivable
  - Reconciliation of accounts
  - Balance Sheet Reconciliation
  - Advanced Excel skills
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## **Certifications**

- Certified Bookkeeper
  - Advanced Certified QuickBooks ProAdvisor
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## **Professional Affiliations**

- Member, American Institute of Professional Bookkeepers (AIPB)
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## **References**

Available upon request.