

Ashley J. Valliere

Senior Finance Professional

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(508) 377-8451

As a seasoned finance professional with extensive expertise in accounting and customer relations, I am committed to driving financial accuracy and operational efficiency. I have a proven track record of adhering to tight month-end close deadlines, consistently completing reports within a 10-day timeframe. My collaborative approach fosters strong relationships across departments and with both internal and external stakeholders, ensuring that processes are streamlined and effective. With a keen eye for detail and a dedication to following through on initiatives, I strive to enhance financial reporting and support organizational goals.

EDUCATION

Bachelor of Arts Degree in Business Management, 2006

Minor in accounting and mathematics

EXPERIENCE

NATS (North American Training Solutions) Douglas MA Remote Bookkeeper Part Time as needed

Bank/vendor account reconciliations, accounts payable, consulting for accounting team members

Summa Linguae Technologies Inc/Remote US Senior Accountant December 2024-Present

Financial reporting, Accounts payable, Accounts receivable, general ledger entries, reconciliations, International vendor payments, International vendor relations, Meeting month end close deadlines ahead of schedule, performing yearly audits and tax provisioning. Full charge accountant for the US business side of the company.

Guardian Energy Marlborough, MA/Remote Payroll/Accounts Payable February

2023-Present Part time-remote:

Perform weekly payroll for a staff of 30. Produce certified payrolls. Enter AP invoices and code them on a daily basis.

RH White Companies Auburn, MA Financial Services Supervisor (WhiteWater Inc)

August 2022-2024

Supervisor financial department of WhiteWater Inc (a subsidiary of RH White Companies); Manage/Process AR, AP, Payroll; Credit card administration; account reconciliations; month end closings; GL entries; Income statement generation/research; Year end audits; customer relations, Bill out 500+ invoices monthly; monthly proformas; yearly budgets; forecasting; process payroll for 85 employees; Job and service order setup; Purchase Order management

Billing Supervisor (RH White Construction) April 2015-August 1, 2022 Supervisor for 2 billing specialists; Time and material, unit price, monthly contract billing for large projects. Accounts receivable; collections. Credit card administration. Customer account reconciliations. General ledger reconciliations and entries. Monthly account reconciliations. Prevailing wage reports, work in progress monthly reports. Work directly with auditors on a yearly basis for year end audits. Bond reviews.

Skills: Accounts Payable, accounts receivable, payroll, budgets, forecasting, proformas, audits, reconciliations billing, data entry, data analysis, multi-tasker, Supervision, office management, quick-learner, detail oriented, financial statements, clerical works, Quickbooks Pro and Online, Foundation Mobile, Microsoft Office-Word, Excel, Powerpoint, pivot tables, v lookups, sum formulas