

Areas of Practice

Accounts Payable
Accounts Receivable
Budgeting & Forecasting
Financial Statements
Fixed Assets
GAAP
Government & Grant Accounting
General Ledger
Journal Entries
Month-End
Operations Manager
P&L Analysis
Payroll
Reconciliations
Vendor Relations
Year-End Closing

Industry Lines

Automotive
Equestrian
Entertainment
Educational Institutions
Government
Healthcare
Non-Profit
Real Estate

Computer Applications

Excel (Advanced skills)
Gusto Payroll Partner
Knight Software
Knight Software
Paylocity
Power Point
QuickBooks - Advance Pro Certified
(Desktop, Enterprise, Online)
Word
Xero Partner Certified

Education

Keiser University 2014
Bachelor's Degree- Accounting
Minor - Business Management

Contact

cvlakeland@gmail.com
813.777.1072

Professional Experience

Cheryl Vincent, Accountant 2006-2019

Accountant

- Bookkeeping Services
- Business Start-ups
- Written and Oral Communication with business owners and staff
- Payroll Processing
- GL and Financial Statement preparation
- Cash flow budgeting and forecasting
- Multi-State Sales and Use Tax
- QBO set-up, support and training

City of Temple Terrace 2019

Contracted-Accountant

- Journal Entries
- Formulate annual GL information to yearend Financial Statements

Polk State College 2019

Contracted-Cash Manager

- Charge backs/NSF, Monthly Operating Check Cancellation
- Create Journal Entries
- Credit Card Refund Cancellation
- Compliance with State requirents
- EFT Cancellation
- Liaison for Bank multiple Accounts
- Payroll Check Cancellation
- Petty Cash reimbursement
- Reconcile Merchant Billing Statements
- Record & Reconcile Daily Cashier activity to the General Ledger
- Rejected payroll DD/reversals
- Cashier Manager
- Review Cashiers Daily Cash, Credit Card, and Web transactions
- Student Hold/Unhold funds
- Undeliverable Checks
- Written communication of all differences from GL to Cash at bank to CFO

Tri-County Human Services: 2012-2017

Senior Staff Accountant

- Annual Budget Preparation
- Assisted and supervised A/P team, Payroll backup
- Monthly bank reconciliations, CFBHN data entry
- Monthly financial statements
- Processed state and local Grant invoicing/reviewed contracts-prepare and Present budgets
- Provide Microsoft Office Suite 2013 training for employees
- Responsible for fixed assets tracking
- Review and update Accounting Compliance policy and procedures as needed
- Manage special projects
- Year-end financial statement preparation

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Cartland of Lakeland: 2011-2012

Financial Manager

- Assistant General Manager duties as needed
- Create and Maintain company policies and procedures
- Generate monthly financial statements
- Process A/P & A/R
- Process biweekly payroll
- Process daily bank reconciliations
- Process month-end close
- Purchasing equipment- worked with vendors for the best price

Lakeland Association of Realtors: 2007-2010

Financial Services Coordinator

- Assist CPA in annual audits
- Complete Monthly Bank Reconciliation
- Create journal entries, posted into QuickBooks
- Communication with banks, staff, and realtors
- Multi-Task environment
- Prepare and filed state sales & use tax
- Prepare monthly/annual financial statements
- Process A/P & A/R daily
- Process month-end close

GlennsCars Classic Car Restoration: 2003 – 2006

Co-Owner

- A/R, A/P, Daily Bank Deposits
- Bank Reconciliation
- State Automobile Registrations
- State Sales and Use Tax
- Managed Shipping and Receiving inventory
- Participated in Purchases and Sales of Vehicles

Shady Acres Mobile Home Park: 1995 – 2002

Proprietor

- A/R, A/P, Daily Bank Deposits
- Compliance Management
- Bank Reconciliations
- Property Management of 52 sites
- Monthly Financial Reports
- Assist CPA with tax preparation
- Lease Agreement

References

Arlene Venezia-May, Retired CFO

863.934.0475

Diana Lodge, Payroll Manager

863.510.1988

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