**Lacretia Smith**

**(872) 229 3070**

[**smithlacretia@gmail.com**](mailto:smithlacretia@gmail.com)

**Education/Certification**

Lane College, Jackson, Tennessee, Bachelor of Science in Business/Accounting June 2017

Triton College, River Grove, Illinois, Certified Public Accounting Pathway Certificate December 2021

**Software Skills**

QuickBooks, SalesForce, SharePoint, Microsoft Office: Excel (Vlookup, Pivot Tables), Word, Outlook

Nan Mckay & Associates (Remote) **Accountant Consultant** 2020-2021

* + Maintained receipts and disbursement reports
  + Performed assigned audit functions, individually and as a member of an audit team
  + Assisted team with planning audits when there is ample precedent for the work covered by the audit assignment
  + Executed data collection efforts, ensuring that evidence collected is reliable, sufficient, relevant, and properly documented in the project work papers
  + Applied appropriate quantitative and qualitative analytical methods and tools to collect, arrange, process, and present data
  + Used critical thinking, data analytics, and applied logic to discern meaning of and interpret data and identify risks

Profile Food Ingredients (Elgin, IL) **Accountant Manager** 2020-2021

* + Assist with month end close, prepare journal entries, maintain and reconcile ledger accounts
  + Process full cycle accounts payable; process 300+ invoices weekly
  + Provide record of assets, liabilities, and other financial transactions
  + Reviewed financial statements consisting of; revenues, expenses, noncash expenses, and debt principal payments to qualify and approve grant applications for start-up small businesses, non-profits, and small businesses that experienced a reduction in business as a result of the COVID-19 pandemic by obtaining grant relief funds
  + Approved application after reviewing and correction of any discrepancies noted
  + Managed full review of file, email an applicant in case of discrepancies
  + Balance books periodically and prepare profit and loss, income, and balance sheet statements

DB Schenker (Schaumburg, IL) **Staff Accountant** ​2019-2020​

* + Drafted audit reports and other documents that are clear, convincing, accurate, technically thorough, and appropriately targeted to the OIG customers' needs
* Prepared vendor checks for mailing, account reconciliations, posting to GL, and coding using electronic A/P processing system
* Performed full cycle matching, batching, coding, and managing of reports in Excel
* Entered invoices and matched to received purchase order
* Reviewed and coded all invoices, ensuring appropriate documentation, approvals, and any discrepancies, were resolved before issuing Electronic Funds Transfer (EFT) payments.