

Lori Ravetto

Accounting Manager

WORK EXPERIENCE

The Pepsi Place, Clinton's Ditch., Cicero, New York

Led the accounting team through an ERP implementation process. Created SOP's, walkthroughs and process improvements to streamline accounting functions and tasks.

Senior Staff Accountant 11/2023 – Present

- Reconcile all month end general ledger accounts including the bank statement to ensure that reconciling items are moved/ accounted for appropriately. Review and analyze any accounts that need to be further evaluated based on the trial balance.
- Implement ways to utilize data systems to continually improve accounting processes within accounts payable and accounts receivable.
- Assist with regulatory reporting during our 6 month and year-end audit. Compile and upload all requested documents and information for the auditors.
- Prepare financial statements including statements of cash flows, inventory reports, and month end financial reports. Work with our CFO, Cost Accountant and Financial Analyst to review and report on KPI's and actual spend against budget outlook.
- Work with customers to establish credit, review customer account balances for any past due invoices, and work with transportation to facilitate and close out open RMA's.

SRC Inc., Syracuse, New York

Reconciled and maintained monthly accounts, ensuring compliance with accounting standards, improved accounting efficiency, and facilitated timely closing of monthly accounts.

Staff Accountant 11/2021 – 11/2023

- Coordinated the billing and collections process with the finance team to ensure timely payments; achieved a 97% payment rate.
- Collaborated with management and the external audit team to provide 50+ requested data transactions, and responded to 10+ requests for additional backup.
- Conceptualized and redesigned enhancements to the data warehouse, leading to an increase of time utilization on account reconciliations by 50%.
- Promoted within 12 months due to strong performance and organizational impact.

Dupli Envelope & Graphics, Syracuse, New York

Led cross-functional team to identify and implement credit and accounting process improvements, resulting in increased cash flow and reduction in accounting errors.

Credit and Accounting Manager 10/2016 –11/2021

- Managed a team of 3-5 accounting specialists who performed accounts receivable, billing, and payroll functions.
- Developed and streamlined existing accounting procedures within the ERP system increasing efficiency and saving 20+ hours a week in staff hours.
- Implemented new processes to credit review, improving collection rate by 90%.

CONTACT INFORMATION

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SKILLS

Hard Skills:

- Accounts Payable and Receivable
- Revenue Projections
- Business Planning
- Data Analysis
- Payroll
- Contract and Asset Management
- Financial Reporting

Techniques:

- Financial Statements
- End of Month Closing
- Account Reconciliation

Tools and Software:

- Microsoft Excel, Word, Outlook
- Pace
- Deltek
- Dun & Bradstreet
- QuickBooks

EDUCATION

University of Connecticut

Master of Science in Administration
Accounting (online)
Waterbury, Connecticut
01/2023-In progress

SUNY Plattsburgh

Bachelors in Accounting
Plattsburgh, New York
08/2017-05/2019

Dutchess County Community College

Associates in Business Administration
Poughkeepsie, New York
08/2012-05/2014

- Spearheaded the merger and acquisition of 5 different companies, transitioned customers, analyzed financial data, and restructured systems.
- Modernized financial documentation process by implementing digital documentation, resulting in a reduction in processing time.
- Conducted a cross-functional collaboration between operations, finance and facilities departments to develop a comprehensive inventory procedure; providing tracking for asset mismanagement.

Kohl's, New Hartford, New York

Supervised a high-performing point of sale and customer service team of 25+ associates. Conducted performance evaluations, identified recruiting needs, and coached team members.

Customer Service Area Supervisor 07/2014 – 07/2016

- Aided the Human Resources and Operations Manager in day-to-day functions by reviewing daily reports, analyzing staff schedules, updating and relaying new programs and system information, and trained a team of 40+ employees.
- Established daily functions of the cash office including register and cash balancing, change orders, and supply ordering.

PREVIOUS EXPERIENCE

Payroll Specialist, CNY Payroll, Manlius, New York 05/2016 – 08/2016
Assistant Manager, Gamestop, Newburgh, New York 05/2013 – 07/2014
Customer Service Supervisor, Marshalls, Newburgh, New York 07/2011 – 05/2013

CERTIFICATION

- Alteryx Designer Core Certification
- Data Analytics Certification from University of Connecticut