**Nicole Young**

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**PROFESSIONAL PROFILE:**

Accounting professional with over 10+ years of banking and accounting experience, adept at training and supervising staff and implementing office processes and procedures that expedite workflow. Self-starter and quick learner versatile skill set with experience in accounting, operations, customer service, sales and written and oral communication.

**EDUCATION**

**Anne Arundel Community College**   Arnold, Maryland          September 2014

*A.A. Transfer Studies*

*Professional Bookkeeper Certificate*- May 2022

**University of Baltimore.** Baltimore, Maryland. September 2022-present

B.S. Business Administration, Accounting

**Accounting Capabilities & Coursework**

* Knowledge of Accounts Payable, Accounts Receivable, General Ledger, Data Analysis
* Coursework: Intermediate Accounting I, II
* Proficient in QuickBooks and Excel

EXPERIENCE

**Tilley Distribution** Middle River, Maryland Nov 2022-present

*Financial Operations Associate*

* Perform monthly reconciliations of GL accounts.
* Oversee AR/AP
* Update and file monthly Sales tax returns.
* Setup new tax accounts as needed.
* Perform various administrative tasks
* Prepare weekly and monthly reports for financial review
* Account analysis

**SECU of MD** Linthicum, Maryland Feb 2021-Nov 2022

*Staff Accountant*

* Perform monthly reconciliations of GL accounts.
* Input A/P invoices and expense reports into accounting software to ensure payment.
* Request approval for payments on invoices
* Lead handler of all prepaids monthly.
* Process 1099’s

**AAMC** Annapolis, Maryland Sept 2019-Jan 2021

*Accounting Assistant II*

* Code incoming invoices to correct GL accounts.
* Match invoices to purchase orders
* Confirm appropriate approval level before processing invoices.
* Analyze account trends and routine transactions
* Provide information to internal and external customers regarding accounts payable services.

**Hamilton Bank (Acquired by Orrstown Bank)**

Rosedale, Maryland Sept 2018-Sept-2019

*Accountant-II GL Operations*

* Oversee the maintenance of General Ledger and setup of associated accounts. Perform balancing, reconcilement, research, and problem solving on a variety of general ledger accounts. Resolving any out of balance issues.
* Manages, updates, and reconciles all fixed assets and prepaids.
* Use experienced based knowledge to respond to and resolve accounting/finance issues.
* Assist with audits.
* Full cycle Accounts Payable

**Hamilton Bank** Rosedale, Maryland August 2017-Sept 2018

*Accounting Assistant*

* Perform balancing, reconcilement, research, and problem solving on general ledger accounts.
* Full cycle Accounts Payable. Code and file invoice to appropriate accounts.
* Use experienced based knowledge to respond to and resolve accounting/finance issues.
* Prepare monthly reconciliations on various general ledger accounts.

**Hamilton Bank**   Rosedale, Maryland  September 2015 - August 2017

*Assistant Branch Manager*

* Responsible for day-to-day operations of the branch.
* Opening and closing branch, resolving adjustments, assisting tellers etc.
* Research and resolve customer problems.
* Open all new accounts offered by the bank.

**Part-time Employment-**

**Intuit QuickBooks** Nov 2020-Feb *2020*

*Senior Bookkeeper*

* Update client books
* Reconcile Checking, Savings and Credit card accounts
* Classify transactions
* Update payee information