**RICHARD WEINERT, CB**

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**Summary**

Certified Bookkeeper and Accounting professional with skills and experience in processing functions, including but not limited to accounts receivable, accounts payable, general ledger management and invoicing. Solid history of supporting company goals with finance office administration abilities and proficiency. Detail oriented with an aptitude for innovation and creative problem solving.

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| * Accounts Payable/Receivable | * General Ledger | * AS/400 |
| * Auditing | * Balance Sheets | * Apex Scanner |
| * Invoicing * Reconciliations | * 10-key at 9,000 KPH * Account Analysis | * MS Office * American Express Software |

**PROFESSIONAL EXPERIENCE**

**ACCOUNTS PAYABLE CLERK**

**Aston Carter,** Virginia Beach, VA, September 2019-March 2021

Provided essential accounting support to a major plumbing supplier by entering vendor invoices for payment.

* Received invoices from invoice automation software and entered into system for payment.
* Processed about 200 invoices on a daily basis.

**ACCOUNTS PAYABLE CLERK**

**Aston Carter,** Virginia Beach, VA, March 2019-April 2019

Provided essential accounting support to a local university by entering vendor invoices for payment.

* Filed vendor payment checks.

**FILE CLERK**

**Peninsula ASAP,** Newport News, VA, November 2013-March 2019

Manage files and filing system for company correspondence and documentation. Ensure order, accuracy and complete containment of pertinent company records.

* Prepare correspondence for daily mailing.

**FILE CLERK**

**Patriot Staffing Solutions,** Virginia Beach, VA, February 2009-November 2013

Manage files and filing system for company correspondence and documentation. Ensure order, accuracy and complete containment of pertinent company records.

* Prepare correspondence for daily mailing.

**INVENTORY AUDITOR**

**RGIS Inventory Specialists,** Newport News, VA, December 2007-February 2009

Using hand-held scanner, took inventory of item SKU numbers at various customer locations.  Produced inventory tallies of specific products or complete store based on customer request.

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**Accounts Receivable Clerk**

**Sales Systems Limited,** Portsmouth, VA, January 2003-October 2007

Provided essential accounting support by preparing check deposits, processing credit card orders, entering counter sales orders and deposits into computerized accounting system and preparing cash and check deposits. Processed at least 20 customer payments and 100 invoices on a daily basis.

* Employed Apex scanner to record bins for inventory audits.
* Processed and filed open and paid accounts receivable and payable invoices.
* Billed credit card invoices using American Express software.

**NEWSPAPER CARRIER**

**Daily Press,** Newport News, VA, May 1993-June 2003

Delivered newspapers on route.

**DATA ENTRY**

**The Lee Group,** Newport News, VA, January 2002-May 2002

Processed mail-in catalog orders.

**DATA ENTRY**

**Select Temporary Services,** Hampton, VA, September 1992-February 1993

Processed requisition forms.

**DATA ENTRY**

**Western Temporary Services,** Newport News, VA, March 1988-March 1992

Processed work completed and time data for major manufacturer.

**Education & CREDENTIALS**

**Bachelor of Science – Accounting**

**Christopher Newport University,** Newport News, VA

Certified QuickBooks Expert

Certified Bookkeeper, American Institute of Professional Bookkeepers