



Ludella Lewis & Company
Accounting, Taxes and Consulting
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Production Accountant Resume – not all inclusive

Maintain confidentiality of sensitive corporate and financial information

1. Prepare reports detailing the financial results. Establish and maintain accounting practices to ensure accurate and reliable data necessary for business operations.
2. Determine amount of cash requirements
3. Reconcile GL cash balance ledger accounts to bank statement, determine funds available for checks and other purchases. Daily, weekly or monthly as needed.
4. Update accounts receivable system amount of deposits received and amount to be received from customers/client/agency.
5. Maintain accounts receivable filing system.
6. Receives invoices and check requests.
7. Sort and reviews invoices and check requests for proper account codes, object codes, discounts, payment terms and employment status.
8. Update accounts payable system for invoices/check requests and/or credits, and base on availability of funds prepare vendor checks
9. Maintain a paid invoices and unpaid invoices filing system of accounts payable vendors and other financial records.
10. Responds to questions and makes calls regarding billing problems; acts as a liaison between department(s) and vendors.
11. Maintain General Ledger
12. Prepare monthly Financial Statements
13. Monitors budget transactions; Compare Budget to Actual Expenses.
14. Annual Audit of Worker's Comp - Gather quarterly payroll reports, salaries analysis by employee and department. Gather sales (income) amounts for the period for the period under audit.

Companies

255 Graphics Inc dba Alphagraphics, Controllership 2002 – present

Robert Half June 1991 – April 2003 Chicago IL

General Ledger (Cost Allocation) *HIRMI (Humboldt Infant Mortality Reduction Initiative)*Marcy Newberry *Deborah's Place-Homeless Shelter for Battered Women; **General Ledger** * Computer Adaptive Technologies*Chicago Housing Authority- Tenant Accounting*World Paper Inc (transportation) Center *Diecrafters Inc*Genesis Clinical Laboratory*Newark's Electronics*Ramada Inn – Lake Shore*Alpha Graphic Inc*Rush Partners Inc (Construction projects for CPS)