

LATOYA RILEY

Phone (854) 444-0148

Email rileydeneco@outlook.com

Address North Charleston , SC 29405

CAREER OBJECTIVE

Quality-oriented Accounting Specialist with 10.5+ years of work experience, aiming to leverage proven knowledge of reconciliation, tax preparation, and accounting expertise skills to successfully fill the Accounting Professional role at your company. Frequently praised as efficient by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

STAFF ACCOUNTANT – Refuel Corporation

Mt. Pleasant , SC, October 2022 - Present

- Prepared general ledger entries by maintaining records and files and reconciling accounts.
- Identified and corrected discrepancies between accounts.
- Made recommendations for improvements, adaptations, or revisions to accounting systems and accompanying procedures.
- Reviewed and updated detailed schedule of fixed assets, accumulated depreciation and prepaid expenses.
- Collaborated with external auditors to support compliance.
- Audited and processed employee expense reports and corporate credit cards with job-related accounting software.
- Created and prepared adjusting journal entries.
- Inspected account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Prepared detailed reports on audit findings.
- Examined inventory to verify journal and ledger entries.
- Established tables of accounts and assigned entries to proper accounts.

TREASURY ACCOUNTANT – Refuel Corporation

Mt. Pleasant , SC, December 2021 - Present

- Established and maintained relationships with individual and business customers and provided assistance with problems these customers may encounter.
- Reviewed collection reports determining status of collections and amount of outstanding balances.
- Reconciled and noted and reported discrepancies found in records.
- Received, record and bank cash, checks and vouchers.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Transferred details from separate journals to general ledgers or data processing sheets.
- Complied with federal, state and company policies, procedures and regulations.
- Reconciled records of bank transactions.

PROJECT ACCOUNTANT/BILLING SPECIALIST – W International

Goose Creek, SC, October 2020 - December 2021

- Provide internal and external auditing services for businesses or individuals
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Working in congruent with customers in a high volume billing environment, with submissions of invoices and any unforeseen billing discrepancies through email and customer portals.
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Track accumulated hours and dollar amounts charged to each client job to calculate client fees for professional services, such as legal or accounting services.
- Keep records of invoices and support documents.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records to compute fees or charges due.
- Verify accuracy of billing data and revise any errors.
- Contact customers to obtain or relay account information.
- Resolve discrepancies in accounting records.
- Receive, record, and bank cash, checks, and vouchers.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

ASSISTANT CONTROLLER/ ACCOUNTS RECEIVABLE MANAGER – FRS Inc

North Charleston, SC, June 2018 - October 2020

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements
- Prepare forms and manuals for accounting personnel
- Establish tables of accounts and assign entries to proper accounts
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software
- Receive, record, and bank cash, checks, and vouchers
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures
- Perform general office duties such as filing, answering telephones, and handling routine correspondence
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers
- Approve, reject, or coordinate the approval or rejection of lines of credit
- Assist Accounts Payable
- Sort and file correspondence, and perform miscellaneous clerical duties such as answering correspondence and writing reports
- Perform various administrative functions for assigned accounts, such as recording address changes and purging the records of new ownership
- Record information about financial status of customers and status of collection efforts.

GENERAL ACCOUNTANT – Charleston Marriott

Charleston, SC, *June 2016 - August 2018*

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers
- Reconcile or note and report discrepancies found in records
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures
- Perform bookkeeping activities, such as balancing accounts and conducting nightly audits

NIGHT AUDITOR – NIGHT AUDITOR, Southern Lodge

Orangeburg, SC, *April 2013 - May 2015*

- Greet, register, and assign rooms to guests of hotels or motels
- Verify customers' credit, and establish how the customer will pay for the accommodation
- Perform bookkeeping activities, such as balancing accounts and conducting nightly audits
- Compute bills, collect payments, and make change for guests
- Review accounts and charges with guests during the check out process.

NEW CUSTOMER QUEUE/ BILLING AND GENERAL INQUIRIES – NCQ, BGI

Columbia, SC, *June 2012 - April 2013*

- Educating new customers in the products and services that they receive
- Breaking down the bill and packages to make sure that everything they chose is the best fit for each customer
- Adding/Deleting plans and packages as needed
- Sales and promoting new products and features
- Meet sales quota each month.

INFORMATION SERVICE ASSISTANT – At&t

Orangeburg, SC, *November 2008 - June 2009*

- 411 Directory Assistance
- Locate business, residential, or government numbers for customers
- Meet timed goal for each call, while handling it with professionalism
- Educating customers on different products and services At&t offered in Sales.

SITTER – HOME CONCIERGE SERVICES, Methodist Oaks

Orangeburg, SC, *March 2007 - November 2008*

- Providing care and being a in-home companion for the elderly
- Taking to/from doctors appointments, market, etc

- Assistance in taking medicines, using restroom, eating, bathing
- Minor housekeeping
- Being the comfort that they need of having someone there that they can trust, confide in, and depend on.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING

— COLORADO TECHNICAL UNIVERSITY

Colorado Springs, CO, *Mar* 2021

ADDITIONAL INFORMATION

LICENSES AND CERTIFICATIONS , Quickbooks Certified(Online)