

**Valerie M. Nelson**  
E-mail: vmnelson3@gmail.com  
Phone: 404-454-2142

**OBJECTIVE:** To obtain an accounting managerial position where I may utilize my communication, organizational and management skills, and educational experience.

**EDUCATION:** **State University of West Georgia; Carrollton, Georgia**  
Bachelor of Business Administration  
Major: Finance

2018- 2022 **Step One Automotive Group, LLC Fort Walton Beach**  
*Controller*

Manage the accounting office in which supervise and manage a staff of 15 people daily with accounting duties. Manage accounts payable, accounts receivable, inventory, payroll, tag and title and billing clerk departments for 7 dealers within Step One Automotive. Assist with hiring of new accounting personnel. Assist department managers with various correspondence involving problem resolutions and various accounting functions. Daily General Ledger posting and bank reconciliation for automotive sales. Responsible for reviewing and maintaining clean accounting schedules. Research and reconcile schedule discrepancies. Reconcile WIP, Floor Plan Statement, Physical Inventory and Monthly Bank Statement. Responsible for posting and maintain monthly rebates and incentives. Month end review and audit of expenses for correct account disbursement. Prepared the month end financial statement. Review financial statement for accuracy and transmittal to manufacturer. Complete month end reports for financial data analysis. Process monthly sales tax report and payment.

*Proficient technical skills in Microsoft Office and experienced in CDK, ACS, DealerTrack and Reynolds Software*

2017-2018 **Rick Case Automotive Group, Duluth, Georgia**  
*Assistant Controller*

Manage the accounting office in which supervise and manage a staff of 10 people daily with accounting duties. Manage accounts payable, accounts receivable, inventory, payroll, tag and title and billing clerk departments for 5 dealers within Rick Case Automotive. Daily correspondence and communication with department managers involving problem resolutions and various accounting functions. Daily General Ledger posting and bank reconciliation for automotive sales. Responsible for reviewing and maintaining clean accounting schedules. Research and reconcile schedule discrepancies. Reconcile WIP, Floor Plan Statement, Physical Inventory and Reserve Statement. Responsible for maintaining Floor Plan including payoffs and flooring of new and used vehicles. Compute and calculate monthly commissions and bonuses. Month end review and audit of expenses for correct account disbursement. Prepared the month end financial statement. Review financial statement for accuracy and transmittal to manufacturer. Complete month end reports for financial data analysis. Process monthly sales tax report and payment. Maintain compliance and submission of 8300 forms electronically.

*Proficient technical skills in Microsoft Office and experienced in ADP and Reynolds Software*

2001-2017

**Nalley Automotive Group Decatur, Georgia**

*Compliance Auditor /Staff Accountant*

Responsible for monthly balancing and reconciling customers' accounts; daily registering company sales records; daily and monthly balancing and reconciling credit card statements; managed the debt collection for returned checks for automotive sales and wholesale dealers; responsible for collecting debt for bad loans, establishing new vendor accounts; evaluating and reviewing credit history for new vendors. Responsible for monthly management and maintenance of over 100 customer accounts; monthly balancing and reconciling customers' accounts with accuracy and timely payments; weekly and monthly prompt, bill payments; controlling and auditing of expenses for correct account disbursement.

Responsible for auditing automotive files for daily sales reporting; inventorying and tracking new incoming vehicles. Daily review and compliance of automotive deals and monthly compliance with 8300 forms. Balance and reconcile daily cash deposit and bank account.

*Proficient technical skills in Microsoft Office and experienced in ADP and Reynolds Software*

References available upon request.