

Merideth Stanton

Finance Manager

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EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY

GPA: 4.0

Manchester, NH

*Bachelor of Science (B.S.) Accounting w/
conc Forensic Accounting/Fraud Exam
Candidate (Expected graduation Jun
2023)*

Relevant Coursework

- ACC-201 H1370 Financial Accounting
- ACC-202 H2398 Managerial Accounting

ADDITIONAL SKILLS

Google Analytics Certification

Proficient in Quickbooks, Oracle Business Systems, MS Office. Advanced Knowledge of Excel.

CAREER OBJECTIVE

Detail-oriented Accounting w/ conc Forensic Accounting/Fraud Exam major (4.0 GPA) currently attending Southern New Hampshire University, with 15+ years of work experience. Aiming to leverage a proven knowledge of accounting expertise, advanced budgeting/forecasting, and audit controls skills to successfully fill the Finance Manager role at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

ADMINISTRATIVE SUPERVISOR

Boundary Breaks, LLC, Lodi, NY / Mar 2018 - Present

- Responsible for traditional bookkeeping functions such as Accrual Accounting, A/R, A/P and Payroll using online platforms such as Quickbooks Online. • Prepare annual and monthly budgets and report actual results in a timely manner. • Assemble and report on revenue data from multiple sources, including Tasting Room Point-of-Sale and Online eCommerce platforms. • Using the wine industry's regulatory platform, ShipCompliant, to maintain permits and licenses for both consumers and third-party distributors. • Preparing and filing all state and federal taxes related to sales, income, and excise taxes. • Managed shipping and logistics to maintain inventory in several warehouses located in the New Jersey and California. • Developed and maintained an inventory management system for wine from raw materials through final sales. Develop and maintain accurate product costs • Audit item costs costing programs and systems for accuracy • Ensure rates are appropriate and are kept updated with changes in the business • Assist Sales Team and Pricing Analyst with proposals for new products and business • Evaluate key performance indicators (KPI's) and communicate issues to Management

CASH APPLICATIONS / CASH MANAGEMENT SUPERVISOR

Xylem, Inc, Seneca Falls, NY / Aug 2015 - Mar 2018

- Responsible for leading a team in the delivery of services relating to treasury duties including bank account administration, cash management for GFSS AR and AP accounts, issuance and management of letter of credit portfolio, requests for certificate of insurance, cash forecasting, and other treasury responsibilities so as to provide senior management with the level of support and information required for their review purposes, including general ledger posting and support for bank reconciliations. • Transactional cost metrics, efficiency and effectiveness metrics. • Manage all Global Shared Services

bank accounts for US, Canada and UK for customer receipts and vendor disbursements, including monitoring restricted access by authorized users to bank websites. •Initiate foreign currency trades. •Responsible for services delivered by staff of 5 - 7 to accurately post cash receipts from customers to customer's accounts, identify differences, record cash discounts taken and reconcile cash receipts to bank deposits. •In addition, a daily audit of invoices/credit/debit memos issued by units is reconciled with the postings to the customer's accounts.

ACCOUNTING MANAGER/ HUMAN RESOURCES MANAGER

Porous Materials, Inc., Ithaca, NY / Nov 2012 - Aug 2015

- Performed periodic budgeting/modeling to project monthly cash requirements. •Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget. •Managed accounting operations, accounting close, account reporting and reconciliations. •Supervised accounting clerks, team of two. •Performed debit, credit and total accounts. •Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions. •Reviewed collection reports with the general manager to determine the status of collections and the amounts of outstanding balances. •Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations. •Assisted CPA firm with sales tax, franchise tax, and federal tax returns. •Responsible for processing and completion of payroll. •Administer compensation, benefits and performance management systems, and safety and recreation programs. •Identify staff vacancies and recruit, interview and select applicants.

ACCOUNTING MANAGER

Magic Circle Music, Auburn, NY / Oct 2009 - Aug 2013

- 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.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Receive, record, and bank cash, checks, and vouchers.
- Comply with federal, state, and company policies, procedures, and regulations.
- 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.

- Reconcile or note and report discrepancies found in records.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare trial balances of books.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Compute deductions for income and social security taxes.
- Prepare and process payroll information.