

Contact

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Top Skills

Accounts Receivable
Accounts Payable
Account Reconciliation

Certifications

Organizing and Managing Accounts Payable
Management & Leadership Skills
Microsoft Excel

Sara Loiselle

Human Services Oriented Professional
Manistique

Summary

I am currently obtaining a bachelor's degree in human services concentrating on children and families and a minor in criminal justice. I now have 108 credits towards my degree and a 3.938 GPA. My goal is to help families overcome challenges and effectively work together for the best interest of their children. I have a strong background in corporate accounting, but this was not where I felt I would make a difference in the world, and I am glad to be pursuing something I feel so strongly about.

Experience

LMAS District Health Department
Family Support Worker
November 2021 - Present (5 months)
Luce County, Michigan, United States

Job duties include but are not limited to: initiating and maintaining regular and long-term support with families, primarily in the family's home, and, in particular, with parents who are working with MDHHS Child Protective Services. I assist parents in improving their skills to optimize the home environment; improving the family support system; increasing the family's ability to problem solve and assume the role of advocate for themselves and their children. This is the first position I have held under my degree program, and I am excited to see where this road takes me.

Good Neighbors Services
Assistant Director
January 2019 - Present (3 years 3 months)
Manistique, MI

Volunteer Coordinator, Management of Facebook Business Page, Food Pantry and Community Assistance Reporting, Report Development for Board of Directors, Financial Reporting Development, Feeding America Mobile Reporting and Community Development, Grant Writing, and other miscellaneous community development and event planning assistance.

Crazy 8 Kitchen

Owner

May 2018 - November 2021 (3 years 7 months)

Research and Development, Marketing, Set Up and Display, Baker, Pricing, Inventory

Jack Pine Lodge, UP, LLC

Housekeeper

September 2019 - December 2019 (4 months)

Seasonal employment, including cleaning and organization of rental cabins and campground bathrooms.

North Woods Home Care and Hospice

Administrative Assistant

November 2016 - May 2017 (7 months)

Manistique, MI

Supply Maintenance, Monthly Reporting, File Maintenance, Vehicle Maintenance, Full Cycle Accounts Payable, Scheduling, Customer Service

IMMERGE, LLC

Staff Accountant

June 2015 - September 2016 (1 year 4 months)

DTC

Full Cycle Accounts Payable, Full Cycle Payroll, Commissions payment processing and expense deduction tracking, Approval review for all material items, Full Cycle Accounts Receivable, Month End reporting and financial statement review, GL and Bank Account reconciliations.

System Used: QuickBooks, SalesBinder, FormSite

CoBank

AP Specialist

January 2015 - May 2015 (5 months)

DTC

Audit of Expense Reports and Approval for payment, Funding Request verification, AP Entry, Review of Sales Tax charges/Use Tax accruals

Arrow Electronics

Supplier Accounting Team Lead

May 2014 - January 2015 (9 months)

Check Run Review, Print invoices daily, ARF Invoice upload, Vendor Set-Up as needed, Assist team members as needed, DRR Review, 60+ Exposure weekly report, Assist with issue resolutions as needed

Audit Request, SPAR submittal, Assist with US Credit application and Aging updates as needed, CM Reconciliation notes, IPV, CM Application, Update New Aging with prior week notes, CA Status Report, HP Dispute Log Review/ send updates to HP Claims team,

Projects:

HP Process Documentation

AMT-Database credit comparison

Smashburger

Accounts Payable Supervisor

January 2008 - April 2014 (6 years 4 months)

Duties:

Successful manage department of 2 AP staff for successful and timely processing of over 150 Corporate store locations; Processing all overhead expense payable transactions; Daily Check Request Processing; Review of all statements, and work with vendors for corrections and adjustments; Annual filing of 1099's; Issuing checks on all Accounts Payable bi-weekly; Supervising Accounts Payable Department and ensuring it runs efficiently and smoothly; Weekly reconciliation of all auto draft payments; Processing of all utility and consolidated billings; Special projects - Identify vendors to consolidate, Process Improvements and documentation; Being a part of the Controls Team to move towards a public offering; Monthly reporting of transactions processed through AP and monthly variance; Bank Reconciliation

Education

Souther New Hampshire University

Bachelor's Degree Human Services concentration on Children and Family, minor in criminal justice, Human Services · (2019 - 2021)

Haltom High School

High School Diploma with Honors · (1994 - 1999)