

Amanda Long

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Talented accounts payable with 3+ years of demonstrated experience maintaining accurate records and communicating efficiently with vendors. Excellent work ethic and strength in boosting company morale with background in accounting and finance.

Knowledge of AR/AP, Microsoft Excel, Outlook and Word software. Highly organized with years of experience supplying thorough,

Reliable candidate ready to take on challenges in a position using problem-solving and task prioritization skills to help team succeed.

Work Experience

Accounts Payable Clerk

Rothman Orthopedic Specialty Hospital - Bensalem, PA

December 2017 to Present

- Procure appropriate signatures for processing of invoices and expense reports
- Record correct general ledger account, vendor code, and payment date for each invoice and input each invoice by batch into Meditech daily
- Process batches weekly and when batches are completed, file invoices into individual vendor files
- Maintain vendor information in Meditech system updates, adds
- Make designation in Meditech whether vendor will receive a 1099 at year end
- Once a week, prepare a check run and match accounts payable vouchers to check copy
- Handle vendor/intercompany inquiries regarding invoices/payments
- Calculate appropriate Use Tax
- Provide requested information and documentation to auditors during audits
- Works closely with Accountant at Nueterra and answers questions while resolving issues
- Perform month end close process; closes by 2nd business day of following month; balances debit card transactions; sends receipts and codes statement for

Accounting Administrative

ImageOne Industries - Bensalem, PA

December 2016 to December 2017

- Maintained updated billing and payment information for selected company vendors
- Performed accounts payable functions for construction expenses
- Ensured compliance with accounting deadlines
- Managed financial departments with responsibility for Accounts Payable and Receivable
- Administered online banking functions
- Analyzed and updated the subcontractor files with agreements, and necessary state sales tax requirements
- Managed installers credit cards and reconciled each month

Receptionist

Coldwell Banker Realty One - Philadelphia, PA

April 2014 to July 2016

- Answered and managed incoming and outgoing calls while recording accurate messages
- Greeted numerous visitors, including VIPs, vendors and interview candidates
- Oversaw inventory and office supply purchases
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Collected monthly rent
- Handled repair and collections calls

Accountant.

Education

Associate of Applied Science in Applied Science

Purdue University Global

July 2021

Skills

- Invoice processing
- Transaction entry
- Expense reporting
- Financial records oversight
- Payment verification
- Task prioritization
- Microsoft Word
- Microsoft Excel
- Accounts Payable
- General Ledger Reconciliation
- General Ledger Accounting
- Bank Reconciliation
- Accounts Receivable

Assessments

Principles of accounting — Proficient

June 2022

Preparing financial records according to federal policies

Full results: [Proficient](#)

Work style: Reliability — Proficient

June 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.