

# LaMonica Moss

Over a decade of dedicated experience in the accounting field

## EMAIL

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## PHONE

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## Skills

- Accounts Payable
- Accounts Receivable
- Accounting
- Bookkeeping
- Communication
- Invoicing
- Accounts Payable
- QuickBooks (Accounting Software)
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
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## Education

### B.S.

Accounting  
Western University

## Work Experience

### Grant Billing Specialist

Southwest Solutions

Mar 2020 - Present

Detroit, MI

-Implemented Power BI and GP Dynamics to streamline reimbursement billing processes, resulting in a 20% reduction in billing errors.

-Oversee expense tracking, ensuring 100% annual fund utilization, and optimizing financial efficiency.

- Prepare reimbursement billings for diverse granting agencies, meeting stringent content requirements and achieving a 15% increase in on-time submissions.

- Submit reimbursements promptly to designated contacts, reducing reimbursement processing time by 25%.

- Established proactive correspondence systems, resulting in a 30% improvement in timely reimbursement receipts.

### Bookkeeper

Fort Street Presbyterian Church

Aug 2012 - Jan 2020

Detroit, MI

- Utilized QuickBooks to manage bi-weekly payroll processes, ensuring 100% accuracy and timely distribution, improving employee satisfaction by 20%.

- Maintained the general ledger, resulting in a 15% reduction in errors during external audits.

- Tracked budget spending, providing insights that contributed to a 10% reduction in overspending.

- Handled cash, checks, and credit card payments, achieving a 25% improvement in accuracy in recording and deposit procedures.

- Prepared monthly financial reports, contributing to informed decision-making and a 15% increase in financial transparency.

### Accounts Payable Clerk

ManPower

Nov 2010 - Aug 2012

Detroit, MI

- Executed a meticulous 3-way match, achieving a 98% accuracy rate and reducing discrepancies by 20%.

- Coordinated approval processes, resulting in a 15% reduction in invoice

approval time.

- Resolved billing and invoice issues, improving vendor relationships and reducing late payment penalties by 30%.

**Client Service Coordinator**

Dec 2000 - Mar 2011

H & R Block

Detroit, MI

-Resolved 95% of customer inquiries and concerns in person and over the phone, enhancing customer satisfaction and loyalty.

-Facilitated a 20% increase in associates' ability to efficiently respond to client queries, ensuring a more streamlined customer service process.

-Managed all cash, credit/debit, and check transactions, maintaining 100% accuracy and accountability, resulting in error-free financial transactions.

-Achieved a 25% reduction in payment processing time by implementing efficient cash-handling procedures, improving overall operational efficiency.

-Enhanced payment processing security, leading to a 15% decrease in transaction errors and mitigating potential financial risks for the organization.