

DANELLA CLAYTOR

EXPERIENCE SUMMARY

Bookkeeper with over 9 years of accounting experience, Strong bookkeeping skills, Intermediate knowledge of accounting principles and management reporting. Excellent communication skills both orally and in writing with Company staff and third parties.

Ability to analyze account data and present in a clear and understandable fashion. Team player with a positive attitude; well organized, detail oriented, and efficient. Applies 15 years of practical knowledge and is capable to get the job done independently. Able to work with minimal supervision, but looks for guidance when required. Brings a powerful do the job ethic and capacity to satisfy deadlines, has ownership of jobs and sees them to completion.

EXPERIENCE

Financial Specialist – Longenecker & Associates, Contractor to the Office of Secure Transportation US DOE/NNSA/OST/AOCC

June 2016-Present

- Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for the assigned Office of Secure Transportation (OST) Command federal employees.
- Using the travel manager system (Concur), (1) create and submit travel authorizations, (2) create and submit travel vouchers, (3) monitor travel vouchers for payment and print remittance notices upon payment. Both OST and L&A standards for timeliness and accuracy are to be met, preferably exceeded.
- Review timesheets for correctness and enter timesheet data into the time and attendance system (ESS) for processing. Cross check payroll prior to payroll certification and submission.
- Calculate weekly overtime, record, and submit overtime report, 4. Calculate First Forty Tour of Duty work around and submit to HQ, 5. Calculate and submit Veteran Administration (VA) Certifications.
- Provide clerical duties in direct support of their AO section personnel to include Unit Commanders, Deputy Director(s) of Operations, and Director of Operations.
- Provide customer service (external and internal) by focusing on quality as it relates to the customer; anticipating/understanding customer needs and expectations; responding expeditiously to customers' questions, requests, and concerns; and satisfying customer needs and expectations.
- Provide briefings or training on time and attendance or travel procedures to federal employees at the assigned OST Command.

Full Charge Bookkeeper – Panhandle Child Placement Services

October 2016-Present (Part-Time)

- Performed all full charge bookkeeping duties.
- Set up all A/P, A/R, Client, Employee, Vendor and Supplier accounts
- Prepare payroll & taxes and make deposits weekly

- All bank and accounts reconciliations, administered online banking functions.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Researched and resolved all A/P and A/R discrepancies with TDFPS.
- Process contract invoices per schedule

**Full Charge Bookkeeper – Peterson Farris Byrd & Parker Law Firm
Amarillo, TX**

January 2014-June 2016

- Performed all full charge bookkeeping duties for Law Firm Office.
- Set up all A/P, A/R, Client, Employee, Vendor and Supplier accounts.
- I am comfortable working with the General Ledger.
- I am well versed in making journal entries to post to accounts.
- Performed accounts payable functions firm.
- Managed vendor accounts, generating weekly on demand cheques.
- Generated all financial reports Monthly & Yearly: Balance Sheet, P/L, and Budgeting Reports.
- Tracked and reported on aged payables and receivables.
- Processed payroll and expense reports, both hourly, Salary and commissions for 2 Office locations.
- Issued the employee's new hire packets and benefits.
- Made bank deposits, withdrawals and cash needs projections.
- Did all bank and accounts reconciliations, administered online banking functions.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Researched and resolved all A/P and A/R discrepancies.
- Reduced credit period from 180 days to 60 days.

**Purchasing Assistant – Canyon ISD
Canyon, TX**

December 2012-January 2014

- Assisting with new project bidding.
- Initiating contract addendum after approval.
- Assisting subcontractors with field, contract or billing problems.
- Maintaining regular contact with Purchasing Manager, Field Office Staff, Superintendents, Subcontractors, and other Purchasing Staff.
- Administering contracts.
- Maintaining vendor list of prospective subcontractors and materials/new products.
- Maintaining logs.
- Collecting and entering bids into spreadsheets for evaluation by the Purchasing Manager.
- Entering all contracts into software prints and sends them to subcontractors.
- Obtaining information required for contracting, addendums and options.
- Obtaining pricing of Estimate Requests for non-standard options.
- Ordering for office staff, field employees, etc., as needed.
- Copying and filing signed contracts and provides copy to subcontractors.
- Supplying necessary information to subcontractors and superintendents.
- Compiling bid packages (including plans and job information) for all subcontractors bidding a job.

- Data entry, maintaining and entering purchase orders, maintaining and compiling purchasing reports, and working with accounts payable regarding supplier and vendor invoices.
- Inventory Management and Procurement
- Managed purchase requisitions for appropriate budget codes of supplies, equipment and services. Coordinated various projects, and implemented purchasing policies.
- Approved Requisitions and produced purchase orders for the district.

Accounting Department/Accounts Payable/Bookkeeper – Ivie & Associates

May 2011-December 2012

General

- Conducted research on payment errors due to error in data entry
- Set up all A/P, A/R, Employee, Vendor and Supplier accounts
- I am comfortable working with the General Ledger
- I am well versed in making journal entries to post to accounts
- Researched and resolved all A/P and A/R discrepancies
- Process full A/P and A/R cycle and reported on aged payables and receivables
- Implemented new software in testing stages and training as well.
- Help implemented policies and procedures for accounting department and company wide

Accounts Payable

- Responsible for timely payments of vendor invoices
- Verify invoices, and generate weekly checks
- Reconciliation of vendor accounts to ensure accuracy
- Handled issues on underpayment or overpayment and changes in rates
- Responsible for conducting research and updating vendor file, activating or deleting individual files
- Verified payment accounts, entered information into systems to ensure printed checks and contact with customers
- Implemented bringing on ACH with testing, implementation and vendor enrollment

Accounts Billable – Receivable

- Record all transactions into appropriate accounts
- Maintain organizations record keeping
- Month to month bookkeeping cycle, GL upkeep and inter-company reconciliations
- Process production advance billing invoice to client as required
- Process production invoice to client as job is completed per task schedule
- Process media invoice to client per media buyer directive
- Process contract invoices per schedule

EDUCATION

Collin County Community College, Plano, TX, May 2004 – Present

- A.S in Business Administration/Accounting (degree in process).
- Emergency Medical Technician (EMT) – Expired
- CPR & First Aid – Expired