Iris Jackson

Cell: (404) 917-9120 ⦁ irisreynoso712@gmail.com

Decatur, GA

Dedicated management professional with a demonstrated record of success in full-cycle Accounts Payable compliance. Committed team player recognized for professionalism and integrity. Strong leader and team builder able to effectively manage and motivate staff. Expertise in the following competencies:

ACCOUNTS PAYABLE REPORTS

ACH PAYMENTS

ACCURATE 10 –KEY STROKE

ANALYZE ACCOUNTS

AUDITING

BI-LINGUAL (SPANISH)

CHECK-RUN

CODING INVOICES

COMMUNICATION RESOLUTION

EXPENSE REPORTS

INTERNET RESEARCH

INVOICE RESEARCH

JOURNAL ENTERIES

MAXX VAULT

PURCHASE ORDERS

PIVOT TABLES

RECONCILIATION

RECORDS MANAGEMENT

SOX 404 (SARBANES-OXLEY)

TECHNICAL SUPPORT

TRAINING/COACHING

WIRE TRANSFERS

**SELECTED ACCOMPLISHMENTS**

•Successful 15-year tenure of progressive experience in a several Atlanta companies Finance Department. Established a sound network of long-term industry relationships across organizations and vendor companies.

•Outstanding performance, acknowledged in excerpts from a formal evaluation:

”Iris has come in at a critical time and has run with the position. Always focused on weekly commitments and payables. Works well training and delegating projects to subordinates while maintaining responsibilities for team’s action.”

•Highly skilled in full cycle Accounts Payable; well versed in finance software/systems, including widely viewed as the “go to” person for critical search/problems.

•Designed and created reports to ensure a timely and relevant to weekly, monthly, and yearly closing.

**PROFESSIONAL EXPERIENCE**

***Accounts Payable and Expense Associates (APEX)***

Georgia Perimeter College Decatur, GA 04/2014- Present

* Solely manage the disbursement of advances to internal clients.
* Reconcile the prepaid items in AP sub-ledger to general ledger.
* Prepare and key departmental journal entries for the general ledger.
* Audit, Analyze and Approve advance expense reports.
* Keyed 75+ invoices weekly in a timely manner.
* Manage weekly pay cycles of checks, and create positive pay file to bank.
* Modified existing excel spreadsheets and MS Word Doc for productivity.
* Provide optimum customer services to internal and external clients with efficient resolutions.

***Accounts Payable Clerk (TEMP)***

Allison-Smith Atlanta, GA 07/13 to 10/13

* Performed managerial assistance during manager’s medical leave.
* Operated and disbursed a weekly check-run of 2+ million.
* Keyed 1500+ invoices weekly in a timely manner.
* Ran all appropriate Payroll reports to distribute union dues to various agencies.
* Extensive communication with vendors, project managers and upper management.
* Assisted in the technology implementation of new company’s system.

***Accounts Payable Manager***

Burks & Associates Atlanta, GA 03/07 to 01/10

* Reconciled monthly accounts payable sub-ledger to general ledger.
* Trained and supervised staff on latest trend accounts payable policy and procedures and daily duties.
* Reconciled monthly accounts payable sub-ledger to general ledger.
* Balanced company’s bank statements to general ledger ( i.e. Georgian Bank, BOA & Banco Popular)
* Maintained and generated weekly and monthly accounts payable reports.
* Responsible for weekly check-run and delegated distribution.
* Managed, analyzed, and coded all major Credit Cards statements.
* Ensured remote receivables were timely deposited via RDM scanner.
* Reviewed accuracy of the data and completed data entry of accounts payable.
* Examined and inputted all accounts payable related documents (i.e. invoice, purchase orders, credit, debit invoices, employee expense reports).
* Developed, reviewed and implemented processes to improve efficiency.
* Demonstrated excellent client rapport and commended for high quality knowledge.
* Liaison for Burks & Associates employees, Payroll Dept, & Burks & Associates in Puerto Rico and Florida***.***

***Accounts Payable Specialist***

0RACLE formerly known as PHASE FORWARD, Waltham, MA 11/05-11/06

* Solely managed full-cycle accounts payable daily activities and procedures.
* Executed all Accounts Payable transactions and performed related internal controls according to SOX 404 (Sarbanes-Oxley Act 2002).
* Prepared, keyed, and 401k, Flex Spending & departmental journal entries.
* Reviewed, keyed, and posted 300+ invoices mthly in timely manner.
* Keyed and uploaded 350+ expense reports to general ledger via Vision Excel.
* Operated weekly check-run of 65+ checks.
* Assisted in Sales & Use tax monthly payments.
* Participated in the generation of 1099.
* Excellent written and verbal communication skills for employee/ customer resolutions.
* Distributed manual payroll checks in absence of Payroll Manager.

***Payroll Administrator***

BWAY CORPORTION, Atlanta, GA 06/98-08/05

* Handled payroll and adjustments for 8 US locations & P.R.
* Performed bi-weekly check-runs of 1000+ payroll checks.
* Send Positive pay, tax, garnishment file via Bank of America, ADP &Banco Popular.
* Confirmed Direct Deposit via phone (BOA)
* Reviewed daily Payroll Dept.’s bank account for pending & fraudulent activities.
* Submitted garnishments via fax or mailed to Automatic Data Process.
* Created journal entries queries for each location.
* Responded to all garnishment answers in a timely manner.
* Prepared essential spreadsheet to manage daily activities
* Comprehensive communication with assigned locations and agencies.
* Liaison for BWAY Human Resource & Payroll Department and NAMPAC Puerto Rico.

***Accounts Payable Coordinator***

* Provided professional managerial assistance during manager’s personal leave.
* Reconciled 300 Million accounts payable sub-ledger to general ledger weekly, monthly and yearly.
* Prepared departmental journal entries of general ledger.
* Keyed 1500+ invoices monthly in a timely manner.
* Coded/keyed all freight and logistics invoices.
* Managed bi-weekly check/manual runs of 600+ checks, created and sent positive file to bank
* Reconciled all void checks.
* Maintained/reconciled $1000 petty cash.
* Extensive communication with upper management.
* Developed team leader attribute to assisted team in coding and customer services resolutions.
* Transported larger deposits to Bank of America Corporate Office.

***Expense Report Processor, Disbursement Management Group***

COCA-COLA, Atlanta, GA 11/96-06/98

* 1 out of 2 staff member responsible for weekly audit/reconcile/reviews of 175+ expenses report.
* Audited airline tickets generating cost efficient results for company and employees.
* Coded checks to general ledger accounts.
* Revised keying page for CCUSA expense reports on Excel spreadsheet
* Inputted batch logs data into HQA/DMG system on the mainframe/network
* Familiarized myself with frequently asked expense profile questions to expedite solutions.
* Serviced as back-up for the invoice section of Accounts Payables.

**EDUCATION**

***Master of Education, Early Childhood Development Online Program***

University of Phoenix, Phoenix, AZ

***Bachelor of Language and Arts***

Emmanuel College, Boston, MA

**TECHNICAL EXPERTISE**

Proficient in Microsoft Word, Excel, AS400, Timberline, Vision-Excel, BPCS, People Soft, Suns System, Dynamic (Solomon)