

Danielle Seldin

Accounting Clerk - Professional Recovery Services, Inc

East Stroudsburg, PA
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Authorized to work in the US for any employer

WORK EXPERIENCE

Accounting Clerk

Professional Recovery Services, Inc - Voorhees, NJ - 2006 to Present

Processed semi-monthly payroll for three offices

- *Updating and managing of employee files
- *Managed time and attendance
- *Posting of all Daily Payments and Credit Cards
- *Scans and Deposits all Payments thru online deposit
- *Inputting all cash/check deposits into QuickBooks
- *Ordering of supplies for multiple locations
- *Daily Cash Analysis for 17 Trust accounts and 3 Operating accounts
- *Processes all client remittances daily/monthly
- *Completes daily/monthly all Bank and credit card reconciliations
- *Completes all client related reporting such as projections, daily journals, daily issues and complaints.
- *Observes conference calls between company and clients.
- *Responds to all client related emails, faxes and correspondence.

Senior Financial Representative

Phillips and Cohen Assoc - Westampton, NJ - 2001 to 2006

Handled all accounts receivable

- *Update and verify daily financial transactions, and prepared daily bank deposits
- *MS Excel spreadsheets and MS Word documents containing vital company transactions and client information
- *Data entry including posting of client payments into the company database, verifying funds availability and resolving client issues that may occur from said transactions

Shift Manager

Rite Aid Corporation - Wrightstown, NJ - 2000 to 2001

Inventory control tasks, including but not limited to, receiving, coordinate shelf stocking, and reconciliation of cash drawers.

- *Responsible for managing twelve employees, their work schedules and separate duties
- *Miscellaneous duties and responsibilities including, sales, accounts receivable & accounts payable, payroll reconciliation, customer service and marketing strategies

EDUCATION

Northern Burlington High School
1996 to 2000

ADDITIONAL INFORMATION

Qualifications

Excel spreadsheets, Ms Word, and Outlook
Express, Skilled efficient typist, Kronos, Quckbooks, Paychecks, extensive
internet experience, fast learner, self-motivated and excellent time
management.