

Alicia Holland

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Accountant

Touchstone Property Management 4/22-8/22

In this position I was responsible for full cycle accounting for 27 HOA portfolios at a property management company. It was high volume receivables, medium volume payables, month end close, monthly financial packages for each HOA, and bank reconciliation. Software used is Yardi.

Accounts Receivable Manager

Lion Home Service 7/21-1/22

In this position collections on past due accounts was the main priority. Application of payments, checking in the technicians payments daily, cutting checks for materials for daily work and a small amount of accounts payable entry. Software utilized was QuickBooks, Acculynx, and Service Titan and Excel.

Accountant

The Jackfruit Company (Jack&Annie's) 11/20-6/21

In this position I processed and managed all accounts payable/accounts receivable collections and cash applications for this small company. This company utilized many software systems, such as Quickbooks, SPS Commerce, Fishbowl, Bill.com, and Excel. This was low accounts payable and high volume accounts receivable and collections.

Accountant- Logistics Manager

Radiometrics Corp. 12/19-07/20

In this position I accomplished an accounts payable/accounts receivable and Logistics roll. I was also in charge of all Logistics for Radiometrics. I created and implemented a paperless accounts payable/accounts receivable system. Contract review was a part of my position, review for shipping, Incoterms and billing were essential to this position. I was in charge of the full cycle accounts payable/accounts receivable functions and all shipping to multiple countries.

Accounts Payable Coordinator

Danone North America, 06/18-11/19

As an Accounts Payable Coordinator for Danone North America Operations and Earthbound Organics, the functions are data entry (12,000+) invoices per month, weekly check run, ACH, reviewing statements, vendor relations, reviewing emails, printing emails, filing invoices and answering vendor questions. SPS and PeopleSoft software was utilized.

Co-Founder/Accountant

Accelerated Credit Solutions LLC, 11/17– 6/18

As co-founder and Chief Accountant for Accelerated Credit Solutions, I created and implemented outsourced payable solutions for small and medium sized businesses. The clients I served represented a variety of industries. I created on their behalf a scalable, paperless system to effectively manage the accounts payable process. Excel was utilized.

Accounts Payable Specialist / Finlay Management Inc.,

Ponte Vedra, FL 8/13 – 10/17

My role at Finlay Management as a payables specialist entailed full cycle accounts payable processing for a multifamily national property management company. My primary responsibilities were the management of

credit cards, bank reconciliation, replacement reserves, vendor management and vendor relations. I was tasked with the creation, implementation and maintenance of a paperless processing system for the payables department. Rent Manager, Excel and G suite software was utilized.

Training

I worked under the direction and beside several CPA's that have collectively practiced accounting in excess of 80 years. Over the course of seventeen years the accounting professionals I served with instilled the foundation of sound accounting practices that are consistent with the governing bodies of financial and management accounting. I had recently been certified in all Microsoft software and currently enrolled in a Bachelor's program for Accounting and Management from Capella University. I have also taken multiple courses in Trade, Logistics and Contracts, and Trade Finance from the World Trade Center in Denver.