

Anthony Bartolo

Seasoned Accounting Professional

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Professional Summary

Tenacious, self-reliant professional with a combined total of 17+ years' experience in Accounting, Banking, Commercial Collections, Customer Service and Management. I am passionate about helping people, providing superior service to customers, and creating a culture of constant self-improvement by demonstration and positive encouragement.

Authorized to work in the US for any employer

Work Experience

Sr. Accountant

Lillian Custom Homes-Waxahachie, TX

December 2022 to July 2023

Sr. Accountant December 2022 - Present

- Responsible for reviewing and posting to GL accounts for 13 companies. This included inter-company transactions, construction draws, and interim loans.
- Managed and posted all treasury/cash transactions to GL.
- Reviewed and approved all land and home closings for each company for each entity.
- Lead team of four accounting members through various GL posting, AP posting, T&E posting, Bank reconciliations, and rental property accounting.
- Initiated cross training program for accounting personnel.
- Full cycle accounting and financial reporting for the various entities.

Sr. Accountant

Meridian Wealth Advisors-Dallas, TX

May 2022 to November 2022

Sr. Staff Accountant May 2022 - November 2022

- Maintained AP across 36 different entities. Responsibilities included the full cycle of AP processing. Maintained contractor draws, and vendor files.
- Maintained AR across 24 entities, this included invoice generation and cash posting full cycle of AR.
- Cash reconciliation for all entities. Reviewed, Reconciled, and posted various GL entries for the various companies.
- Maintained all constructions draws for various open projects.

Senior Accountant/Staff Accountant

Robert Half-Dallas-Fort Worth, TX

July 2021 to May 2022

Project placements:

- Brinks Home: February '22 - May '22

Assigned to GL team to help with GL reconciliation and GL entries. Assisted with month end rollover. All work done for Asset accounts, specifically for Treasury functions. Used MS Great Plains as ERP system.

- Colonial Country Club: Jan '22 - Jan '22

Assigned to Finance Department and tasked to create financial reports in Jonas Club software. This included a P & L, Retained Earnings, and Budget Analysis reports.

- GMP Empire: December '21 - December '21

Placed with Accounts Receivable team to assist in year-end close and payment reconciliation, GL reconciliation and GL adjustments.

- Hargrove Electric: October '21- November '21

Assisted the company in transition of office personnel and reconciliation of all accounts. Worked in SAGE ERP.

- Six Flags Project: July '21 - October '21

Placed in shared services department and conducted GL reconciliations for various inventory accounts. In total, 104 GL accounts were reviewed through 26 parks across the US, dating back three years. This involved using data from 4 different POS systems and reconciling to MS Great Plains.

Accounting Manager

Cary Products-Hutchins, TX

May 2018 to May 2021

- Maintained AR posting payments, issuing credits, resolved customer disputes, and billing issues.
- Processed all treasury deposits for company during duration of employment.
- Reconciled all cash accounts daily and maintained daily cash flow reports for executive management.
- Processed all AP items and created weekly check batches.
- Created and employed digital file storage for AR & AP.
- Processed payroll weekly. This also included reconciling and paying all temporary labor invoices.
- Funded company 401k account weekly.
- Made various GL entries for accounting functions including payroll, depreciation, loan amortization and accruals.

Special Projects:

AR bank conversion:

Transitioned all customers to new bank.

ACH payment conversion:

Transitioned 87% of all check paying customers to ACH Payments.

AP discount payments:

Joint project with the purchasing department to identify and get discount terms from vendors. The project had a 75% success rate.

Vacation accrual:

Implemented the vacation accrual policy in 2018-2019 year-end roll over.

AP reconciliation:

Reviewed AP files for any discrepancies or variances outside of normal spending trends.

Fixed Assets Recon:

Conducted plant wide Fixed Assets reconciliation on all assets listed on balance sheet. A reconciliation had not been conducted in over 15 years. This resulted in 175k worth of assets being removed from the balance sheet in 2020.

Accounts Payable Analyst

Irving, TX

November 2016 to January 2018

- Managed an Accounts Payable portfolio for the inventory group, including identifying and paying various vendor invoices, processing credit memos, and resolving price variance issues.
- Responsible for reconciling top 100 vendors in both inventory and expense.
- Worked on various projects for AP department including BNR, RNB, PO closing and collections.
- Worked on KPI reports for various metrics and data for AP department.

Accounting Assistant

Technology Container Corporation-DeSoto, TX

March 2016 to September 2016

- Managed Accounts Payable including documenting invoices, remitting payment, and maintaining files for all vendors both physically and electronically.
- Managed Accounts Receivable for all customers including posting payments, invoicing, auditing, issuing credit, and maintaining all files for customers.
- Processed company payroll and handled various HR duties.
- Maintained knowledge on customer various customer/ vendor portals and web sites to remit invoicing, handle payment disputes, file various claims and other functions.

Accounts Receivable Manager

Coal City Cob, Inc-Waxahachie, TX

March 2015 to October 2015

- Managed receivable portfolio for company (estimated value @ 56 million), including auditing all customer accounts for accuracy.
- Posted all payments to accounts including credits, debits, correcting billing errors and rebilling customers.
- Maintained and audited company's line of credit (\$500,000) and all employee credit cards.
- Performed various reporting to C.F.O. on status of all lines of credit extended to customers.
- Created weekly and monthly collections forecasting reports for Sr. Management including Sales, Ownership, and Operations.

Proprietor

Dynamic Movements-Waxahachie, TX

April 2014 to March 2015

- Operated Process Service business.
- Developed and maintained relationships with clients.
- Served Summons for Civil Court.

Team Lead

Citizens National Bank of Texas-Waxahachie, TX

November 2013 to February 2014

- Oversaw all daily branch operations.
- Maintained the branch portfolio for all loans and deposits accounts.
- Had final approval for customers who are declined by credit approval process.
- Managed and trained employees of branch.

Vault Teller

November 2012 to 2013

- Oversaw all daily transactions going into and out of the main vault.
- Performed random audits on all tellers and vaults.
- Trained tellers in various company policies and Federal Regulations.
- Trained in fraud detection for currency and counterfeit items.

Personal Banker

Traditional and In-store

October 2005 to November 2012

- Processed customer transactions and solved issues with their accounts.
- Processed new customers into banking system, including accepting and declining customers.
- Processed Consumer Loans for and Public Notary for branch.
- Maintained and meet sales goal monthly and annually.
- Developed and maintained working relationships with a large customer base and community.

Education

B.B.A. in Accounting

University of North Texas at Dallas - Dallas, TX

2017 to Present

A.S. in Business Management

Navarro College

2013 to 2015

Skills

- Accounting (7 years)
- Accounts Payable (7 years)
- Collections (5 years)
- Credit (7 years)
- Lending (6 years)
- MS Great Planes (7 years)
- Quickbooks (5 years)
- As400 or Iseries (10+ years)
- SAP (3 years)
- SAP ERP (3 years)
- Debits & Credits (10+ years)
- Enterprise Software (10+ years)
- Portfolio Management (7 years)
- Account Reconciliation (10+ years)
- Bank Reconciliation (10+ years)
- General Ledger Accounting (7 years)
- Financial Report Writing (2 years)

- Banking (10+ years)
- PeopleSoft (2 years)
- Management (8 years)
- Accounts Receivable (7 years)
- Journal Entries (7 years)
- Sage
- Microsoft Dynamics GP
- Financial Statement Preparation
- Payroll
- Auditing
- Financial Analysis
- Tableau
- Pricing

Certifications and Licenses

Certified Notary Public

January 2004 to December 2016

Additional Information

Summary of Skills

- Experience and training in various Accounting Enterprise Software including MS Great Planes, MS Excel, SAP, Oracle Enterprise One and AS 400/ I-series.
- 3+ years' experience in AR, AP, and Payroll
 - Full cycle processing.
 - Journalizing entries for Accounts Receivable, Accounts Payable, Payroll.
 - Account reconciliations.
- 5+ years' experience in Commercial Collections environment.
- 8+ years' experience in Retail Banking and Lending.
 - 8+ years' experience processing transactions.
 - 5+ years Personal Banker/ Relationship Banker experience.
 - 5 + years' experience Loan Origination for Personal Lending/Mortgage.
- 12+ years' experience in Customer Service/ Sales environment.
- 8+ years' experience combined Management Experience in the following fields:
 - Collections
 - Banking
 - Sales
 - Accounting