

**Kristen A Allen**

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## **Accounting Specialist and Administrative Assistant**

### **Summary of Qualifications:**

- 13 years accounting experience, small business, and corporate establishments.
- Payroll/ benefit accounting, accounts payable, accounts receivable, employee expenses, month end close, and accruals.
- Daily use of excel spreadsheets.
- Reconciliations of internal accounts.

### **Work History:**

#### **Farmers National Bank of Emlenton**

February 2018 – Present

Job Title: Accounting Specialist

Responsibilities: Accounts Payable and Accounts Receivable Specialist. Managing employee expense reimbursements on a bi-weekly basis for HR/payroll department for 150 employees. Managing the executive team credit card usage, and expensing to internal general ledger accounts. Monthly accruals, entries, and month end close processes. Testing, implementation, and management of SAP Concur system for paperless accounts payable payment processing (approximately 600 invoices per month for 20 bank branches and departments). SAP Concur expense coding to general ledger accounts, managing internal employee system users, invoicing approvals, and monthly A/P reporting. Tracking quarterly use tax, and end of year 1099-NEC and 1099-MISC filing. Daily reconciliation of internal accounts with the Federal Reserve operating accounts and Federal Home Loan Bank. SEC filings for shareholders. Monthly cash control audits for bank branches, tellers, and vault cash on hand. Assisting management and CFO with annual budgeting, and monthly budget tracking. Assisting with SOX auditing, and internal audit controls.

#### **JTM Food Group**

January 2017 – February 2018

Job Title: Administrative Assistant

Responsibilities: Assist accounting team with accounts receivable and payment processing, weekly accounts payable, and vendor invoicing. Assist purchasing team with raw materials tracking, inventory, and packaging from warehouse. Assist production team to coordinate incoming orders with current production schedules and order entry. Assist with operations analyst with cost accounting responsibilities to track employee production times and data analysis for product costing.

**Modern Industries Inc.**

November 2014 – January 2017

Job Titles: Accounts Payable/Payroll Admin; Accounts Receivable

Accounts Receivable Responsibilities: Applying customer payments to invoices. Collections on delinquent accounts. Customer account analysis and credit limits. Daily billing analysis. Monthly aging analysis. Monthly corporate banking and operating reconciliations. Audits. Tooling inventory analysis. Internal general ledger accounts analysis. Manage meetings with company divisions managers.

Accounts Payable/ Payroll Responsibilities: Obtain supplier invoices. Enter invoices for payment distribution approvals. Run weekly payments. Supplier maintenance. Banking maintenance.

Payroll Responsibilities: Employee information maintenance. Employee benefits and other deductions maintenance. Direct deposit. Year-end employee tax reporting files. Labor cost reporting.

**Progressive Chiropractic Center LLC**

April 2009 – December 2014

Job Title: Office Manager

Responsibilities: Medical billing and coding. Follow-up with Insurance companies. Patient insurance verifications. Patients check in and check out. Scheduling. Office equipment and supply orders. Inventory. Patient x-ray and MRI orders. Maintaining patient files. Implemented paperless filing. Marketing. Cleaning and organizing office and exam rooms.