

Nicholas Moen

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Professional History

Sequoia Waste Solutions/DSQ Technology

Current Position: Staff Accountant

January 2020 - Current

- Manager and leader of the vendor billing team.
- Primary point of contact with clients and vendors to resolve billing issues by use of Helpscout, Google Suite, and Outlook.
- Responsible for both A/P and A/R processes.
- Created and maintained a schedule of credit requests for vendor billing errors.
- Automate processes to add quality controls and increase efficiency.
- Evaluate and synthesize service contracts for all clients.
- Responsible for regular monthly audits of 2,500+ vendor invoices.
- Operate within OCR technology to extract data from invoices.
- Developed standard operating procedures for the entire vendor billing team.
- Responsible for generating and billing 300+ client invoices.
- Lead accounting coordinator for intracompany tasks and projects.
- Post vendor bills and reconcile payments in QuickBooks.
- Work with executives to develop employee performance indicators to determine needs of vendor billing.
- Create custom SQL queries to generate reports from databases.
- Streamlined and organized workflow tasks by creating Excel macros and tables.
- Posting daily cash receipts and reconciling bank accounts in QuickBooks.
- Generated and printed checks for payments.
- Responsible for journal entries and posting to the general ledger accounts.
- Maintained fixed assets schedule along with posting accumulated depreciation to accounting software.

BSI Financial Services

Final Position: Senior Investor Accounting Analyst

September 2016 - January 2020

- Monthly reporting to the three GSEs.
- Utilize time management skills to reach time sensitive cutoff reporting.
- Create and use trackers/macros for daily cash and loan management.
- Utilize communication skills to work with other departments to complete tasks.
- Assist other departments with work.
- Document policies and procedures.
- Interface with clients as needed.
- Adopt and complete outstanding projects for the company.
- Reconcile loans and bank accounts.
- Construct dashboards and develop KPIs for executives.
- Delimit and organize machine generated data to be readable and usable.
- Manage GSE loans and request transfers as needed.
- Utilize current technology to create bandwidth for additional clients without adding additional staff or technology.
- Create improvements and efficiencies in daily processes.
- Create macros and databases to help manage daily and monthly cut-off processes.
- Learn new skills to improve current processes or complete outstanding tasks.

Professional History (Continued)

Internships:

IA Construction

June 2015 - August 2015

Brosnahan CPA

February 2015 - April 2015

Education

Degree:

Bachelors of Science Business of Administration, Clarion University

Double Major – Accounting/Finance

Accounting GPA: 3.4

Finance GPA: 4.0

Overall GPA: 3.4

Accomplishments:

Dean's List; 3 semesters

Class Projects:

CAPM Shiny Apps Coded in R

Designed and coded a web application for the Capital Asset Pricing Model. The app collected data by input of a stock symbol and date range to dynamically retrieve market regression, and expected return with a security market line.

Advanced Decision Making Business Plans

Developed two strategic business plans both presented as a 40 page research paper. One plan was developed independently while another in a team of four. Each plan required months of research to create an analysis utilizing SWOT, BCG Matrices, and Porter's Five Forces to identify an objectively effective strategy.

Skills

- | | | |
|---------|--------------|------------------------------------|
| • Excel | • QuickBooks | • Automation |
| • SQL | • Auditing | • Reconciliation |
| • VBA | • Access | • Client and Vendor Communications |