

Angela Levick

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Qualification Summary

Fifteen years total experience in management accounting and inventory, four years specializing in wholesale distribution, five years dedicated to financial accounting and five years' experience in personnel management. Self-motivated, diligent, loyal, and honest.

Experience

Accounting

- Carry out month end and year end closing responsibilities
- Process and complete Month 13
- Analyze cash and inventory flows
- Inventory control, FIFO, LIFO
- General Ledger postings and adjustments
- Account and schedule reconciliations
- Preparation and interpretation of Financial Statements
- Accounts Receivable
- Accounts Payable
- ADP Workforce Now Payroll
- Experienced in CDK (ADP)
- Compile tax information for reporting
- Conduct internal account audits

Management

- Interview, hire, and evaluate staff
- Train, coach, and motivate team
- Delegate work and responsibilities to utilize staff skills effectively
- Support staff through periods of high work flow
- Direct and oversee special projects to completion
- Develop a climate of enthusiasm, teamwork, and cooperation
- Foster relationships with various departments to encourage cooperation

Interpersonal Relationships

- Excellent listening skills and ability to maintain confidentiality
- Communicate effectively and professionally verbally and in writing
- Built rapport with a diverse workforce in multicultural settings
- Willing to implement suggestions and try new procedures

Other Skills

- Able to review processes and find efficient solutions
- Sound knowledge of Microsoft applications
- Ability to prioritize work and complete tasks correctly and efficiently
- Methodical approach to challenge