

KIMBERLY SPERRY

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PROFESSIONAL SUMMARY

Detail-oriented professional knowledgeable in Accounting practices and clerical support needs. I am focused on offering first-rate administrative and accounting experience to facilitate smooth department operations. Always enjoy being part of a dynamic team.

EXPERIENCE

5G Studio Collaborative, Dallas, TX *Accounting Specialist December 2019 – April 2020*

- Accounts Payable.
- Follow up with delinquent accounts to submit adequate payments.
- Accounts Receivable.
- Vendor statement reconciliations.
- Credit card reconciliations.
- Bank account reconciliations.
- Client Billings.

Texas Institute For Surgery, Dallas, TX *Accounting Specialist May 2017 – December 2019*

- Full cycle Accounts Payable including check processing.
- Follow up with delinquent accounts to submit adequate payments.
- Process benefit payments for all employees.
- Set up and update new vendor accounts with interactions, payments and personal information.
- Reconstruct accounting records from clients' checks and credit card transactions.
- Compile general ledger entries with 100% accuracy.
- Perform complex general accounting functions, including but not limited to the preparation of journal entries and accruals for month end close procedures.
- Monitor daily cash balances including bank reconciliations.
- Process wire, ACH and credit card payments, plus deposit checks including exceptions and positive pays.
- Produce Ad-Hoc reports when needed
- Construct 1099s to vendors and unclaimed checks to the state.
- Verified all contracts and agreements for accounting purposes.
- Accounts Receivable billing.

CompuCom Systems, Dallas, TX *Accounting Analyst Team Lead September 2001 – September 2016*

- Team Lead for small group of Accounting Analysts
- Trained newly hired contractors, employees and oversees personnel

- Assisted customers/vendors by answering questions, responding to inquiries and handling telephone requests.
- Verified data integrity and accuracy.
- Reconciled all account statements at month end.
- Completed monthly cash forecast to director level management.
- Provided extensive clerical and administrative support to department staff and upper management.
- Reconciled all corporate credit card transactions and disputes.

SKILLS

- AP/billing
- Month end close
- Maintaining files
- Reconciling accounts
- Preparing cash forecasts
- Processing credit card payments and Reconciliations
- Customer relations
- Invoice coding familiarity/3 way matching
- Credit adjustments
- Team player and leadership
- Strong communication skills
- Problem-solving
- Superior attention to detail
- Self-motivated professional
- Customer service
- Corporate finance
- Accounting management
- Account reconciliation specialist

EDUCATION

DALLAS COUNTY COMMUNITY COLLEGE

August 1994 - Accounting

REFERENCES AVAILABLE UPON REQUEST