

Edna Jean-Pierre

Accountant

Miami, FL 33168

786-710-6589

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PROFILE

Quick solving, dependable, and seasoned accountant offering 15+ years of results driven experience. Adept in office management, bookkeeping, budget management, legal billing and collections; bringing a strong background in benefits/payroll and human resources. Well versed in revenue generation and profit loss. Knowledgeable and resourceful with the ability to build and maintain successful business relationships; An ethical and diligent candidate actively seeking a new position where I can grow and exercise my experience and expertise to aid in the success, progression and advancement of the company.

KEY SKILLS

Accounting
Bookkeeping/ Payroll
Budget Management
Human Resources
Billing/ Collections
Bank Reconciliation
Purchasing/ Invoice
Office Management
Ethical, non-biased in judgement
Detailed oriented/ Organized
Exceptional written and verbal communication
Interpersonal
QuickBooks/ Excel/Microsoft office suite, Outlook,

EDUCATION

In Progress
Masters in Accounting and Finance
Broward Community College

December 2004
High school Diploma
American Academy

PROFESSIONAL EXPERIENCE

Business Office Manager
Presidential Place Assisted Living Memory Care - Hollywood, FL
September 2021 to Present

- Serves as a resource for community department directors on the chart of accounts, invoice coding, approval process and deadlines following the standard procedure. Oversees the function of routing accounts payable invoices for approval.
- Reconciles the credit card log to invoice. Verifies that all credit card receipts are accounted for and submits documents to the Community Accounting department for replenishment of the balance as needed.
- Supervise the Front Desk and carry out supervisory responsibilities in accordance with the organization policies and applicable laws. Responsibilities include interviewing and hiring; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees. Run payroll variance, overtime, and birthday and anniversary reports.
- Ensure payroll accuracy and compliance with policies and procedures. Review all timecards for accuracy before submitting payroll. Ensure all time edit data entries are accompanied by the completed time edit sheets.
- Report all new hires, status changes and changes that affect participation in benefit programs for community staff.

Accountant/Full Charge Bookkeeper
Todd Glaser - Miami, FL
December 2018 to September 2021

- Coordinated invoices to prepare budgets and track financial reports.
- Interacted with firm leaderships to review the financial status of selected projects. Managed and reconciled issues related to unbilled balances and receivables, followed up with clients and reported issues to project leadership.
- Reviewed subcontractor's invoices and processed them in APN net for payment. Comprehensive knowledge of accounting and auditing principles, A/P, A/R, payroll, general ledger postings, invoicing taxation issues, and regulatory compliance guidelines.
- Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and balance sheets for management within strict guidelines.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
- Keen ability to analyze cost control, release of lines, providing timely and frequent financial information that supports corporate goals and objectives.

REFERENCES —

Available Upon Request

Court Reporter

Richard Gerstein Building - Miami, FL

June 2014 to December 2018

- Write digests of transcripts of cases either handed down in court or received from other sources in agreed house style to specified deadlines, with correct legal analysis and clear writing style.
- Attend court hearings regularly, write contemporaneous notes of oral judgments and draft a report of the judgment in agreed house style for loading on the same day to online services.
- Served as a liaison to attorneys, judges, other County departments and staff, officials, and the public.
- Provided information relating to court hearings and charges.
- Conducted depositions of witnesses.
- Attend sessions of court and records all proceedings of evidence, objections, rulings, voir dire of jury duty and arguments. Records all objections to admissibility of evidence, court rulings and remarks of objections and exceptions.

Accounts Receivable/Accounts Payable Manager

Kaplan University - Fort Lauderdale, FL

January 2010 to June 2014

- Completed quarterly and year-end billing audits.
- Prepared reports for management and presented information in meetings. Outlined billing process and necessary improvements.
- Work with other members of Management to develop an annual operating budget. Monitor, measure, analyze and report on operational issues, identify opportunities and development recommendations for improved financial performance.
- Perform cost analysis and cash management duties including budget management, cash forecasting and cash flow.
- Continuously improve the accounting function, including team development, resource allocation, budget management, and company-wide cost savings opportunities.
- Guide the career development of direct reports, including coaching, goal setting and performance management.

Boutique Owner

Elise Dior Boutique- Hollywood, FL

January 2010 to Present

- Oversight of facility operations, ensuring customers are satisfied, managing employee schedules and performance, and working to ensure the salon is profitable.
- Interview, hire, train, promote and market, supervise, and fire employees.
- Staff training in the latest techniques in the cosmetology industry. I also
- Oversee salon conditions in terms of appearance, cleanliness, and safety, as well as making sure all supply inventories are stocked.
- Banking, budgeting, and other financial responsibilities ensure that profit is made.