

Ivona Popiel **Bookkeeper**

Summary of Qualifications

- Over 15 years of experience in bookkeeping, including general ledger, monthly reconciliation of bank accounts, daily billing management, and accounts receivable maintenance.
- Currently responsible for invoicing, accounts payable/receivable, payroll, and billing.

Professional Highlights

COLDEN CORPORATION

Working out of Colden's Syracuse office, Ms. Popiel oversees Colden's bookkeeping operations.

Billing – Responsible for generating and submitting client invoices.

Accounts Payable/Receivable – Oversees clerk entry of invoices each week and accurately schedules payments of vendor invoices. Receives payments from clients and manages accounting system.

Payroll – manages payroll processing and maintains employee deductions.

Accounting – Assists external CPAs with quarterly financial reviews, monthly account reconciliations, and annual tax return preparations. Manages first and third quarter financial reviews and adjustments for quarterly and year end accounting reviews.

SAFETY COUNCIL OF CNY & WNY

Served as an accounting administrator for over ten years managing and reconciling all accounts to ensure their accuracy. Conducted monthly reconciliation of all bank accounts. Recorded cash receipts and made bank deposits. Issued financial statements and calculated and issued financial analyses. Issued invoices to customers and maintained accounts payable and receivable.

ADVOCATES, INC

As bookkeeper for Advocates, Ms. Popiel maintained accounts payable and records of payroll timesheets.

Education

- State University of New York at Oswego
Bachelor of Science, Business Administration