

## Carol Riedy Zalewski

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### Business Experience

#### New York Press Service Inc. Accountant

Albany, New York

2008-Present

- Responsible for general ledger maintenance and month end close process
- Prepared all monthly and year end GAAP financial reports
- Reconcile and analyze general ledger accounts, including bank reconciliation
- Review accounts payable and cash reconciliation process
- Responsible for preparing year end work papers for external auditors
- Record activity in investments accounts.
- Miscellaneous A/P and A/R
- Benefits administration and miscellaneous Human Resources duties

#### Environmental Service Systems Accounting Manager

Rensselaer, New York

1993-2008

- Responsible for all financial reporting
- Responsible for general ledger maintenance and month end close process
- Prepared all monthly and year end GAAP financial reports
- Responsible for account analysis and journal entries
- Supervisor for all financial and office personnel
- Responsible for A/P, A/R, Billing, Payroll, Job Costing and Inventory
- Responsible for month bank reconciliation and other bank related matters
- Prepared monthly sales tax returns
- Prepared quarterly and yearly payroll tax returns
- Responsible for preparing year end work papers for external auditors
- Implemented a computerized inventory and job cost systems

#### Peerless-Mohawk Inc Assistant Controller

Albany, New York

1986-1993

- Supervised all accounting, inventory and financial functions for 3 corporate subsidiaries
- Prepared monthly, quarterly and year end GAAP financial reports
- Analyzed all accounting records and implemented new internal controls and procedures
- Supervisor for a staff of between 4 to 7 employees overseeing receivables, payables, payroll, and personnel.
- Managed the planning, implementation and training for the installation of a computerized accounting system
- Responsible for on-line cash management and bank reconciliations

#### Galesi Group Staff Accountant

Guilderland Center, NY

1983-1986

- Assisted in the preparation of monthly GAAP financial statements for multiple companies
- Reconciled intercompany consolidations, prepared payroll tax returns, year-end workpapers, fixed asset accounting, budgets and financial analysis. Assisted with accounts receivables and accounts payable

### Education

Siena College  
Certificate of Accounting

Loudonville, New York  
Bachelor of Science Marketing and Management

