

Karen A Gosling
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Dedicated Accounting Specialist equipped with a solid understanding of basic bookkeeping and accounting principles. Offering over 10 years of experience in payroll, accounts payable, accounts receivables, and bank reconciliations. Proficient with Quickbooks, MS Office products, and Paychex payroll software.

WORK EXPERIENCE

The Albany Damien Center, Inc. Albany, NY

Hired March 19, 2018

Robert Half Finance and Accounting, Albany, NY

Accounting Specialist October 2016-March 16, 2018

- *Prepare weekly deposits of cash and checks. Post all bank deposits, donations, and credit card transactions in Fund-Ez.*
- *Process and maintain vendor accounts payable files.*
- *Reconcile multiple bank accounts and line of credit accounts.*
- *Prepare and audit payroll/fringe benefit spreadsheets and enter journal entries in Fund-EZ.*
- *Post month end journal entries and perform monthly analysis of various general ledger accounts.*

DM Marketing Group, Inc. dba Worldwide Express, Albany, NY

Accounting Specialist December 2010-October 2017

- *Reconciling daily accounts receivable deposits to include checks, ACH, wires, credit card transactions that were applied to customer accounts for 12 franchise locations. Posting daily deposit entries into Quickbooks*
- *Process accounts payable for all franchise locations.*
- *Process monthly bank reconciliations for multiple bank accounts.*
- *Entering journal entries in Quickbooks for monthly financials.*
- *Accurately and efficiently maintain and process payroll for eleven locations to include new hires, terminations, benefit updates, time cards, and paid time off balances for over 100 plus employees.*
- *Onboard new employees utilizing Jaeger Flynn Software. Set up health insurance benefits, 401k, AFLAC, and employee personnel records.*
- *Perform monthly audits to reconcile health insurance invoices, payroll deductions, and terminations.*

Program Risk Management, Inc.- Albany, NY

Accounting Specialist January 2003-December 2010

- *Efficiently process vendor invoices and maintain up to date systems. Research and resolve all payment problems.*
- *Prepare daily check deposits, and post accounts receivable payments in TAM insurance software*
- *Updated and called on all accounts receivable accounts that were past due.*

Paychex, Inc.

New Client Specialist September 1995- January 2003

EDUCATION

Hudson Valley Community College, Troy, NY

A.A.S. Business Administration