

**Kari E. Donohue**

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(201) 543-7455

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**OBJECTIVE:** To work in a challenging professional environment to utilize my talents, accounting skills and analytical abilities

**SKILLS:**

Knowledge of Microsoft Office, Oracle, Reynolds and Reynolds, ADP, Foundation Construction Software, Motivated, Organized, Analytical, Detail Oriented with Excellent Verbal, Written and Communication Skills

**VOLUNTEER****American Red Cross**

08/2013-10/2013

**RELATED EXPERIENCE:**

B&amp;B Plumbing and Heating, Saratoga Springs NY

12/2016-7/2017

**Accounting Assistant**

- Post A/P & A/R Transactions With Accuracy
- Decreased Bad Debt By Calling On Past Due Accounts
- Improved Tax Liability by Submitting ST-120.1 Form to Vendors

New Country Motor Car Group, Saratoga Springs NY

8/2015-12/2016

**Senior Accounts Payable Coordinator**

- Reduced Expenses by taking Advantage of Discounts
- Given Additional Responsibilities to help Central Purchasing
- Process Monthly Check Run for Multiple Dealerships

Keeler Motor Car Company, Latham NY

**Accounts Payable Coordinator**

10/2014-7/2015

- Review Invoices and Check Requests for Accuracy
- Track Expenses and Maintain Schedule
- Post Entries to General Ledger

Destination Nissan, Albany NY

**Cost Accountant**

10/2013-10/2014

- Cost out Automotive Contracts and Investigate Discrepancies
- Track and Reconcile Accounts Payable, Accounts Receivable and Petty Cash
- Update, Verify and Maintain Accounting Journal

**EDUCATION:****Montclair State University, Montclair, NJ**

1/2010

B.S., Business Administration, Concentration in Accounting