

# Sue Jacobson

14 Chelsea Ridge Drive, Apt F  
Wappingers Falls, NY 12590  
Phone: (845) 853-4036  
suej218@gmail.com

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## PROFESSIONAL SUMMARY

Ethical, results-driven self-starter with comprehensive accounting and administrative experience. Exceptional verbal and written communication skills, highly organized, detail-oriented, and analytical. Demonstrated aptitude to quickly master diverse software programs and business practices. Proven ability to establish and maintain productive working relationships. Competence to consistently display tact and professionalism.

## EMPLOYMENT HISTORY

### Bookkeeper

#### **Brinckerhoff & Neuville, Inc., Fishkill, New York (January 2017 – Present)**

- Post cash, checks and EFT transactions to various bank accounts
- Reconcile direct bill/agency bill commission statements
- Enter vendor bills; generate checks or pay via credit card
- Prepare and deliver bank deposits
- Pay agency billed premiums
- Process company sweeps; issue direct bill exchange checks
- Issue customer refunds
- Oversee petty cash fund
- Reconcile multiple bank/general ledger accounts
- Maintain several spreadsheets
- Funds transfers; forecasting; semi-weekly operating account status
- Reconcile producer and cross sale commission payouts
- Record miscellaneous journal entries
- Analyze/verify month end balance sheet and income statement figures
- Collect W-9s; register detail for 1099 generation
- Assist Office Manager as needed
- Scan various documents
- Exercise extreme attention to detail with a conscientious mindset at all times

### Office Manager

#### **Hudson Valley Overhead Doors & Operators, Inc., Rhinebeck, New York (2015 – 2016)**

- Registered and coded vendor invoices; generated checks; ensured timely payment
- Monitored funds availability
- Carried out monthly bank account and credit card reconciliations
- Applied customer payments; calculated, entered, and prepared bank and credit card deposits
- Answered phone; took detailed messages
- Scheduled sales calls, service calls, and installations
- Typed and revised customer proposals
- Compiled quarterly sales tax figures for accountant
- Assisted accountant with miscellaneous year-end adjustments
- Conducted collection efforts
- Supplied requested/required documentation to customers and vendors
- Ensured technicians were furnished with all necessary paperwork for daily jobs
- Performed general office duties to include: filing, faxing, emails, and records management
- Ordered/shopped for office supplies; ran various errands
- Maintained a clean, presentable office for customers and staff
- Fostered positive relationships with customers and vendors through constant, cordial communication and follow through via telephone and email

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## **Financial Coordinator/Bookkeeper**

### **Drs. Viglielmo, DDS, P.C., Kingston, New York (2009 – 2011)**

- Substantiated vendor invoice accuracy and obtained approval; coded and entered for payment; issued payment within appropriate terms
- Recorded remuneration received from patients and insurance companies
- Prepared and delivered daily bank deposits
- Accurately maintained vendor, insurance, and patient information
- Procured financial arrangements for dental treatment plans and overdue patient accounts
- Supervised accounts receivable collection
- Promptly submitted insurance claims and conducted follow-up
- Scheduled and confirmed patient dental appointments to achieve production goals
- Answered incoming calls and expedited requests or directed as appropriate
- Scanned and classified documents and radiographs
- Promoted productive patient communication by establishing trust and setting common goals
- Exercised discretion with confidential matters

## **Bookkeeper**

### **American Printing & Office Supplies, Kingston, New York (2009)**

- Verified voucher entry accuracy; posted accounts payable
- Administered vendor payments via credit card and generated checks
- Entered customer remittances
- Assembled daily bank deposits
- Performed bank account and credit card reconciliations
- Calculated quarterly sales tax and prepared timely payment
- Supplied and collected W-9 information
- Promptly responded to vendor and customer inquiries
- Handled accounts receivable collection

## **Bookkeeper**

### **DeForest Group, Inc., Kingston, New York (2003 – 2008)**

- Managed all facets of accounts payable and accounts receivable
- Posted partner agent fees, commission income, and client payments
- Generated daily deposits and assured successful transfer to bank
- Maximized cash flow by extending accounts payable terms, promptly invoicing clients, transferring funds from alternate accounts, and utilizing line of credit
- Regulated cash disbursements
- Performed bank account, credit card, and commission reconciliations
- Validated payroll calculations and secured funds; confirmed quarterly payroll tax figures
- Maintained partner fee, commission, and employee benefit spreadsheets
- Conducted month and year-end analyses and recorded resulting journal entries
- Issued 1099 forms
- Researched, analyzed, and resolved vendor and partner inquiries

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## **Accounts Payable/Administrative Support**

### **Anaconda Sports, Inc., Lake Katrine, New York (1996 – 2003)**

- Processed vendor invoices; issued vendor payments
- Facilitated vendor relations
- Entered sales orders; produced customer invoices
- Resolved customer inquiries and concerns in a timely manner
- Calculated bid request figures and finalized submission
- Applied payments to customer accounts
- Registered inventory

## **COMPUTER SKILLS**

Experience Working With The Following Software Programs:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- QuickBooks
- AMS360
- Applied Systems
- Dentrix
- DDMS
- eTFile
- ImageWare
- Munics