

Jennifer Thomas

5290 Summerwood Crossing

Galena, OH 43021

(740)548-5961

Experience

Accountant, United Midwest Savings Bank Columbus, OH 2010-Present

General accounting functions including monthly account reconciliations(GL accounts and Checking accounts),general ledger entries, review and assist with accounts payable, SFO accounting(Fannie,Freddie), SBO accounting, review of policies and procedures,preparation of various monthly and annual reports, Sales and Use Tax reporting along with 1099 reporting. I currently use Fiserv for all general ledger accounting and IPS Sendero for accounts payable. Report to the Controller

Controller, C.A. Thomas, Inc., Monroe MI 1991-1998

Oversaw all accounting functions for C.A. Thomas, Inc., a transportation company, as it grew from revenue of \$4 mil to over \$20 mil. During this time the company also grew to four separate entities encompassing transportation, warehousing and brokerage, pallet recycling and construction. Handled all aspects of A/P, A/R, monthly financial statements, bank reconciliations, payroll, cost studies, year end closing, worked directly with outside CPA for audits. Worked with management to prepare budgets by department. Also responsible for hiring and training new staff as company grew and accounting systems were updated. Supervised payroll for 200 employees located in Ohio and Michigan. Also ensured timely filing of payroll taxes, workers compensation filings, administered and supervised employee health insurance plans. Reported directly to the President.

Accounts Payable, Kellermeyer Co., Toledo, OH 1988-1991

Performed A/P functions for a janitorial supply company. Responsibilities included processing invoices for payment, maintain vendor files, preparing checks, reviewing monthly vendor statements, prepare monthly P&L for 4 locations, monthly bank reconciliations and cost studies.

Education

University of Toledo, Toledo, OH BBA - Accounting 1988

Skills

Proficient on Microsoft Excel and Word as well as MAC Iwork programs. I also have experience with Great Plains Dynamics Accounting .