**MARY JO CONNOLLY**

*1607 14TH Ave*

*Green Bay, WI 54304*

*(920) 217-0359*

*Maryjo1603@yahoo.com*

***EDUCATION*:**

**Kaplan University (Now Purdue University)**  **AAS Accounting - 2009**

***LONG TERM GOAL*:**

***Seeking a long-term position where I am able to take on ownership & responsibility of Accounting Duties relating to the Manufacturing or Service industry. Dedicated to working overtime to achieve goals while striving to keep a work life balance. Seeking a competitive wage & benefit options.***

***WORK EXPERIENCE*:**

* **Coded, processed & posted A/P invoices-PO & NON-PO & Freight Inbound & Outbound Carriers**
* **Communication with vendors, freight carriers via telephone, email & in person**
* **Handled A/P & Freight processing for multiple companies and/or divisions**
* **Performed high volume communications-responded promptly to requests from vendors, carriers, etc.**
* **Provided A/P 3-way match (PO, Receiving/Packing Slip & Invoice); routed invoices for approval**
* **Completed all aspects of A/R-posted & applied payments, reconciled accounts, reviewed aging & handled collection calls as necessary**
* **Performed cash handling transactions & processed return items & bank adjustments**
* **Processed daily A/R bank deposits manually & electronically scanned to bank**
* **Corrected & resolved discrepancies with internal/external contacts for both PO’s & Freight Release Mismatches**
* **Prepared & processed full cycle check run (ACH, EFT, WIRES)**
* **Balanced & reconciled monthly credit card transactions**
* **Managed A/P, A/R & Freight email & processed accordingly in high volume capacity**
* **Tie out of multiple computer integration systems daily-reconciled discrepancies**
* **Collected 1099 (W9) information from vendors, scanned to PDF File**
* **Prepared month end reclass & accrual journal entries**
* **Prepared month end/year end closing & reporting for A/P & A/R**
* **Reconciled vendor & freight carrier statements**
* **Posted Sales & Board of Directors Expense Reports & Payroll Insurance Adjustments- processed check payments**
* **Compiled & communicated yearly audit information requests from outside & internal sources**
* **Analyzed & reconciled retainage, unrecorded liabilities & petty cash accounts**
* **Performed data entry, maintenance to accounts & set up new vendors**
* **Calculated payroll- hours worked, prepared garnishments & child support payments**
* **Processed warranty, service contract & insurance payments**
* **General projects/duties as assigned**

***SKILLS:***

***Accounts Payable, Freight Carrier Payables (Inbound/Outbound), Accounts Receivable, Cash Management, Payroll Entry, Project Budgeting/Expenses, ACH, EFT, WIRE Processing, Inventory Management, Data Entry, Attention to Detail. Communication & Organizational Skills, Good Work Ethic, Take sole ownership of duties & responsibilities. Quick to learn new operating systems-worked in both paper driven and paperless environments.***

***SOFTWARE PROGRAMS USED:***

***Microsoft Office-Outlook, Word, Excel (Intermediate User), JD Edwards, Quickbooks (Desktop), Lawson, Avantis, Ensign, Reynolds & Reynolds, Jack Henry, Oracle, Tiny Term, Acumatica, Millenium, Princeton***

***WORK HISTORY:***

**Green Bay Packaging Acct Assistant 1/23-8/23**

**Bellin Health Senior Acct Clerk 7/21-12/21**

**Dairyland Power Acct Specialist Lead 6/10-1/17**

**Badger Corrugating Accts Payable Assoc 11/08-2/10**

**Eversole Motors Accounting Clerk 11/98-1/02**

**Coulee State Bank Bookkeeper/Teller 3/93-11/98**

**\*2002-2008-Stay at home Mom & Student at Kaplan (Purdue University)**

**\*2017-2021-Moved to Green Bay; Caregiver to Mother**

**\*2021-2023-Covid Related Health Concerns now resolved-worked temporary positions during this time**

***REFERENCES:***

**Phil Moilien, CFO—Dairyland Power** [**Phil.Moilien@Dairylandpower.com**](mailto:Phil.Moilien@Dairylandpower.com)

**April Wehling, Former Controller—Dairyland Power** [**April.Wehling@Dairylandpower.com**](mailto:April.Wehling@Dairylandpower.com)

**Bert Butterfield, Former Coworker—Dairyland Power** [**bertski736@hotmail.com**](mailto:bertski736@hotmail.com)

**\*Mary Simon name when employed there**

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