**JOHN HLOOM**

123 Park Avenue, Knoxville, TN 37996

123.456.7899 • info@hloom.com

A highly competent, quietly confident, and consummately financial professional. Fifteen years of significant accounting and multi-tasking experience – recognition in accurately identifying, matching, and monitoring invoices and billing for several national leading corporations. Strong desire to apply solid accounting knowledge and diverse business skills to contribute to a respected corporation’s success and growth. Dedicated lifetime learner – maintains a cutting edge understanding of industry policies and the Standard Operating Procedures guide for payment. Works effectively with individuals from all levels of the organization to optimize profitability.

## Special Skills

Thorough in Sarbanes-Oxley. Experienced in MS Office Suite; Adage; ASI. Multi-lingual.

|  |
| --- |
| Key Strengths |
| * Strategic Planning
* Accounting Principles
* Research & Investigation
 | * PO Process
* Report Audits
* Best Practices
 | * Invoicing
* Project Prioritization
* Policies & Procedures
 |

# EXPERIENCE

***Account Associate (2011-Present)***

**GROCERY CHAIN** 2004-2015

Performed high level complex activities associated with managing, researching, and analyzing financial information for this large Fortune 100 supermarket chain, with stores across the US. Process various reimbursements and collections, interfacing with a wide network of vendors and suppliers. Monitored and evaluated invoicing, expenses, and reconciling statements for the Supply Operations Manufacturing Finance Department. Handled a high volume of daily workload, working at a high standard of accuracy. Reviewed, verified, and processed accounts, sourcing, disbursement checks, and the balancing of all receipts. Created/revised Capital PO and IT vendor request per need.

* **Corporate Objectives:** Maintained high levels of productivity and resolved all inquiries. Managed multiple bill payments based on contract terms to ensure the best price of products to satisfy consumers.
* **Successful Turnaround** – Effected a clear turnaround in office organization and functionality by paying attention to small details.

***Accounts Receivable Associate (2004-2011)***

**GROCERY CHAIN** 2004-2015

Analyzed, processed, and reconciled inter-company databases, invoices, and inquiries with customers and vendors. Set up and maintained databases for customers. Researched and reviewed deductions and claims from database reports. Audited customer and vendor setup requests in compliance with corporate, local, and federal requirements. Examined, analyzed and interpreted accounting records to ensure uniform coding and completeness of financial information. Handled collection of disallowed claims.

* **Problem Resolution:** Instrumental in taking on the toughest, largest customers with the most significant deductions to track. Acted as corporate advocate to research mistakes and obtain proof in order to save thousands of dollars on behalf of Company.

***Data Processing Associate (2003-2004)***

**LOGISTICS SERVICES** 2002-2004

Performed day-to-day accounting processes of freight bills and client deliveries. Worked closely with several teams to manage all aspects of Accounts Payable to generate full cycle bill and invoice reconciliation, and client databases. Researched and resolved client inquiries.

***Bookkeeper/Secretary (2002-2004)***

**LOGISTICS SERVICES** 2002-2004

Provided strong operational, financial, and administrative functions for twelve full time employees.Performed all Accounts Receivable & Payable (A/R, A/P), Tax Filing/Reporting and employee payroll records. Manage costs. Managed time & attendance processes. Maintained daily reconciliation of invoices, sales, and collections.Acted as a one-stop shop resource for customer and staff Q&A, and concerns or comments via email, phone or fax. Organization of office documentation in regards to handbooks, contracts, I-9 forms, hires, terminations, and retirement.