

HANNAH SMITH

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QUALIFICATIONS SUMMARY

Highly personable **accounts payable and billing clerk** with over twenty years of experience in account management, accounts payable, accounts receivable, and payroll in the advertising industry.

- ◆ Talent for identifying excessive cost and limiting it.
 - ◆ Demonstrated ability to gain customer and client trust and provide exceptional follow-up, leading to increased profitability and effectiveness.
 - ◆ Track record for designing and implementing billing and invoicing procedure.
 - ◆ Expertise in solving problems with clients' billing issues.
 - ◆ Very comfortable in working with multi million dollars clientele and companies.
 - ◆ Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Access, and Microsoft Outlook®) Adtraq accounting system, Ceridian Payroll System, ADP Payroll System, Adbase Accounting System, Harris Donovan System.
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PROFESSIONAL EXPERIENCE

Company Marketing Canada. – Toronto, Ontario

2001 to 2009

Accounts Payable, billings, accounts receivable and payroll

- Code and input all billable and expense related invoices into the Adtraq system.
- Process weekly cheque run.
- Receive all supplier payment inquiries.
- Reconcile intercompany accounts.
- Prepare all invoices to clients.
- Reconciling all projects once completed.
- Working closely with account group on a daily basis.
- Call all clients regarding their overdue invoices.
- Apply all cash receipts into Adtraq system.
- Input semi-monthly payroll for approximately 120 employees.
- Payroll journal entries.
- Group benefit administrator and reconcile monthly statements.
- Employee timesheet management.
- New employee orientation.
- Petty cash management.

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Professional Experience Continued

Company Group

2001 to 2001

Business manager for Big Five bank

- Setup all projects under various applicable divisions.
- Work closely with the account group, broadcast, and print production to finalize estimates for each new project.
- Monitoring all supplier invoices.
- Receive supplier inquiries for payment.
- Prepare all invoices to client.
- Work with the client to ensure all their billing requests are met.
- Reconcile all projects once completed.
- Correspond with the Montreal office to insure invoices requirements are met for their division.

Name Communications Inc. – Toronto, Ontario

1999 to 2001

Production Billing

- Code and input supplier invoices into the Adtraq system.
- Request all docket summaries to prepare for billing
- Work with account executives to ensure all billable employee time and expenses are billed to the client.
- Request all drafts and actual billings for the client and provide any necessary backups.
- Prepare statements on Excel to be included with the billing package.
- Open and close job dockets approved by the account executives
- Reconcile job dockets as the project nears closing

Schwab & Piquette Communications Inc. – Toronto, Ontario

1996 to 1999

Accounting/office manager

- Accounts payable, accounts receivable and bank deposits.
- All client billing
- Payroll and benefits administrator.
- General ledger accounting to the trial balance
- Project job costing and account reconciliation
- Time sheet management.
- Telephone system management.
- Petty cash management.
- Support account services on specific projects and new business activity.
- Supplies management, office services support and reception support.

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Professional Experience Continued

Name Advertising Agency Ltd. – Toronto, Ontario

Payroll/Personnel

1992 to 1996

- Input of semi-monthly payroll.
- Remitting of monthly employer health tax.
- Group benefit administration.
- Employee vacation monitoring.
- Security card maintenance.
- Group RRSP monitoring and administration.
- Compose and type memorandums and letters for the CFO.
- Assist employees with any concerns and/or problems pertaining to payroll and personnel issues.

Production billing supervisor

1989 to 1992

- Overseeing the daily activities of the production billing department.
- Interact with clients and suppliers to ensure compliance to contractual agreements and deal with any discrepancies.
- Monitor the payment of supplier invoices
- Analyze work in progress ledger on a weekly basis.
- Issue all production cheques to suppliers.
- Administer all monthly tax remittances.

EDUCATION AND TRAINING

Waterloo Distance Education, Payroll Supervisor (Sep. 1993 – Jan 1994)
Waterloo Distance Education, Payroll Administration (Sep. 1992 – Jan. 1993)
Certified General Accountancy, level one (Sep. 1988 – Aug. 1989)