

**Linda Brunson**  
**LBrunson423@gmail.com**

**Education**

Temple University 08/11 to Present Philadelphia, PA  
**Majoring in Risk Management**

Community College of Philadelphia Graduated 2011 Philadelphia, PA  
Academic Honors  
**Associate Degree in Finance**

DPT Business School Graduated 2002 Philadelphia, PA  
**Diploma in Accounting**  
Academic Achievement Award  
Perfect Attendance Award  
Honors

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**Accounting Skills**

**Accounts Receivable** includes quotes, sales orders, and invoices; account receivables and customer invoicing.

**Accounts Payable** includes purchase order) A/P checks, cash disbursement and purchase.

**Bank Reconciliation's** provides all necessary report to reconcile the checking accounts to the bank statement and to the general ledger.

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**Computer Knowledge Microsoft**

**Office SAP Footprints Navison**

**Flexi-Payables Lawson**

**Oracle**

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**Work History**

04/11 to Present Einstein Hospital Philadelphia, PA

**Purchasing and Reconciliation Coordinator**

Audit packing slips for accurate receiving

Resolves issues for Purchasing and Accounts Payables.

Resolves outstanding invoices.

Responsible for daily, weekly and monthly reporting.

Communicate with all internal and external personal.

07/10 to 04/11 Pew Charitable Trusts (Contract Work) Philadelphia, PA

**Accounts Payable Coordinator**

Audit Expense Reports.

Process all invoices for payment and credit memos.

Communicate with all internal and external personal.

Responsible for weekly check runs. Audit and process Grant payments.

3/10 to 6/10 Day and Zimmermann (Contract Work) Philadelphia, PA

**Finance Assistance**

Audit and process expense reports for payment.

Complete weekly and biweekly payroll. Responsible for payroll corrections. Reconcile Petty Cash and company credit cards. Complete reports for Financial Analyst.

Assist in Pricing for upcoming bids.

5/09 to 12/09 Kindred Hospital Philadelphia, PA

**Accounting Specialist**

Responsible for processing all invoices for payment.

Audit the expense reports submitted for payment.

Communicate with all internal and external personal. Responsible for contractor's timesheets. Responsible for month end accruals and reports. Responsible for journal entries for all cash deposits. Assist controllers with reporting.

11/08 to 5/09 Comcast

Philadelphia, PA

**Accounts Payable Coordinator**

Process all Purchase Orders.

Verify that all requests for payment are accompanied by approval by departments. Confirm that all batches are balanced. Communicate with all internal and external personal. Release hold invoices within 3% tolerance. Audit the expense reports submitted for payment.

3/08 to 11/08 Philadelphia Insurance Companies Bala Cynwyd, PA

**Accounts Payable Clerk**

Responsible for processing all invoices for payment.

Verify that all requests for payment are accompanied by approval by departments.

Audit the expense reports submitted for payment.

Communicate with all internal and external personal.

Confirm that all batches are balanced.

Monthly reconciliation of company Amex credit cards.

Responsible for stop payment and check inquires.

Process all Purchase Orders.

5/03 to 3/08 Wells Fargo Auto Finance Chester, PA

**Operations Analyst II** 6/05 to 3/08

Calculate Texas & Florida Lien fees for state audit. Process DMV overcharge refunds checks to customers. Apply payments to account and issue checks to customers. Work with DMV to perfect titles that are over 150+ days old. Star Award

**Loan Service Representative III** 6/04 to 6/05

Released titles to customer or finance companies, when account is a zero balance.

Order duplicated titles for missing titles.

Worked on perfecting rejected titles from DMV

Assisted supervisor with department duties in their absence.

Shining Star

**Loan Service Representative II** 5/03 to 6/04 Performed clerical duties.

Filed and pulled titles for customer and internal use. Worked with insurance companies when vehicles are a total loss. Assisted supervisor with department duties in their absence. Employee of the Month

8/02 to 5/03 Audio Visual Center Philadelphia, PA

**Administration Assistant/Accounting Clerk**

Responsible for entering invoices into database.

Responsible for posting payment to accounts.

Responsible for paying company monthly bills in a timely manner.

Performed general clerical duties.

Responsible for end of the month reports.

Responsible for collection of funds for overdue accounts.

Award of Excellence