



Elizabeth Toto

Senior Accounting Professional

Career Summary: Senior Accounting Professional in cost and managerial accounting since graduating with my bachelor's in accounting holding the positions of Controller, Office Manager, Bookkeeper and Senior Accountant utilizing GAAP and Strong analytical skills with attention to detail controlling and verifying financial transactions. Utilizing a thorough knowledge of accounting principles to analyze financial reports and forecasts, reconcile account balances and bank statements, maintaining general ledger and preparing month-end close procedures. Also ensure accuracy and effectiveness in all accounting tasks, as well as the continual automation of manual processes.

Skills: Over 15 years' Experience in Cost and Managerial Accountant, Knowledge of General Accounting Principles - GAAP, Strong Analytical Skills, Month End Close, Reporting, Journal Entries, Internal Controls, General Ledger, Summary and Divisional Financial Reporting, Account Reconciliations, Financial Information, Inventory, Auditing, QuickBooks, Misys, Dynamics Navigation, SAP, InfoLease, Alteryx, Monarch, Information Systems, Team oriented Expert in MS Office, with advanced skills in Excel utilizing Hyperion and Jet, Access and Independently automate manual processes using various types of analytical software with experience Programming for Access, Power BI, Visual Basic and Macros, Professional, Dependable, Responsible, and Hard Working

EXPERIENCE

Volvo Financial Services Greensboro, NC

12/2019 – 3/2021

Senior Accountant - Contract

Daily and Monthly reconciliation of general ledger accounts, specifically with regard to Wholesale. Assist with month end closing entering necessary Journal Entries and reconciliations for Accruals, Health and Benefits, Accounts Payable, Inventory, Miscellaneous Accounts Receivable and Fixed Assets. Upload and report month end payables for American Express, PNC Bank and WEX Lease plan and run Lease Type Testing monthly. Provide Vendor Approval and process daily wires as needed. Responsible for preparing and uploading month end individual company files to SAP. Provide support for any special projects that arise.

- Learned how to create and run Hyperion and Jet Reports
- Helped revise the Health and Benefits Recon to provide better comparison
- Working on understanding the postings to wholesale so month end close is much smoother
- Created process procedure documents

Tax Analyst - Contract

Monthly reconciliation of property tax accounts. Assisted with preparing filings directly and with third party filing companies for tax in the United States. Answered tax questions for the mailbox to support other areas of VFS.

- Updated the Reconciliation Reports for uniformity
- Cleared \$30,000 in missed estimated and actual property taxes
- Utilized Access to sift Active assets data to report renditions for January 1st
- Created an end user database to pull Business License Renewal information together
- Created process procedure documents

US Worldwide, Inc. Greensboro, NC

10/2018 – 09/2019

Controller

All accounting functions including Preparing Monthly Summary and Divisional Financials, Reconciling Accounts, Journal Entries, Responsible for month end closing activities and sales tax, Quarterly Inventory and Auditing, year end and property tax for NC and MS. Oversaw Accounting Department for AR and AP, processing payroll and payroll liabilities, assist with production and purchase planning, and sales and special reporting. Working with QuickBooks Enterprise and MISys for manufacturing

- Streamlined production and purchase planning processes
- Helped manage the company website
- Hired and Trained New Accounting Employees

Regional Land Surveyors, Inc. Greensboro, NC

5/2004 – 9/2018

Office Manager

All accounting functions including preparing Monthly Summary and Divisional Financials, reconciling accounts, budgets and auditing bi-annually for year-end closing and property tax. Responsible for handling all office functions including handling A/R, A/P, HR, payroll duties and Safety Program.

- Wrote Customized project management database for collecting time and expenses
- Provided Project Management Reports in Access to track job progress and profitability
- Reporting for monthly billing and customer invoicing
- Custom database turned into a program that could be accessed by field crews traveling

Envision Greensboro, NC

4/2002 – 2/2004

Office Administrator

Responsible for handling all office functions including handling A/R, A/P, HR, payroll duties, monthly inventory closing, documentation, accounting, financial reporting, year end and property tax.

- Customized accounting software and reports within Sage Time and Material Tracking
- Utilized Crystal Reports to extract data and Tracked job progress and profitability
- Scheduled projects and ensured delivery

First South Utility Construction, Inc. Greensboro, NC

8/2000 - 11/2001

Contract Accountant

Responsibilities included gathering documentation for subcontractors, setting up crews for accounting purposes, audits of invoicing issues, subcontractor payments, prepare bids for submittal on jobs, contracts for customers, pre-qualification applications, providing insurance documentation and key responsibility for maintaining all of this information. Prior to this position Telecommunications Coordinator and Web Designer.

- While auditing found \$260k and \$130K in missed billing on two projects

Telecommunications Coordinator and Web Designer

Responsibilities included tracking around 1,500 phones, coding bills of around \$100,000 a month for job costs and website design. Communicating with 30-40 field offices and seeking out new vendors for competitive pricing for phones and office products.

- Disconnect around 400 communication devices saving several thousand a month in billing
- Designed 200 page website for use by the field to interact with corporate
- Redid the communications department policy
- Created a database to make tracking and coding bills easier and provide a current phone list

Dun & Bradstreet Inc Greensboro, NC

3/1996 - 5/2000

Business Analyst

Responsibilities included contacting customers, updating information, and maintaining a follow up system with customer.

- Met monthly sales and quality goals
- Collaborated with Programmers to work on new software rollouts and system debugging

EDUCATION

Bachelor's Degree (BA) in Accounting

Guilford College

Greensboro, NC

Studied principals of accounting, managerial accounting, cost accounting, auditing, financial management and computer management.

Associate Degree Associates of Arts

Rockingham Community College

Wentworth, NC

General studies in economics, advertising, sociology, and psychology.