

Kendra S. Rose

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Work Experience:

October 2019- Present

This Old House

Stamford, CT

Senior Accountant

- Uses NetSuite to maintain and balance accounts by verifying, allocating, posting and reconciling transactions while resolving discrepancies
- Supervises accounts payable staff, reviews and approves payable entries and invoices totaling approximately 3M monthly, trains data entry staff on coding and data entry procedures
- Assists with external and internal audits, complies monthly, quarterly and annual financial statements including 1099 reporting

October 2017- September 2019

Consumer Reports Inc.

Yonkers, NY

Accounting Analyst

- Utilize Oracle system to record and analyze journal entries; record approximately 6M monthly in money in and money out activities including grant funds; record monthly accruals, deferrals and amortization entries, process wire payments
- Accurately computes month end and year-end entries and reconciliations; assist with financial and tax audits and implements post audit recommendations,
- Analyzes employee expenses while compiling information on potential expense reductions; calculate potential savings of policy changes and presents information to management team
- Reconcile inventory; communicate effectively with intercompany departments to confirm accuracy of financial information

December 2016- October 2017

Apple-Metro (Applebee's) Inc.

White Plains, NY

Staff Accountant

- Processed monthly statements for Applebee's restaurants including sales reports and profit & loss statements
- Completed monthly bank reconciliations; recorded financial information while ensuring consistency, accuracy and integrity, assisted with audit preparation
- Recorded adjusting and reclassification journal entries, reviewed and confirm sales report and sales tax payments monthly quarterly and yearly
- Researched chargebacks and disputes while assisting the bank with sales support

December 2015- August 2016

The Leukemia & Lymphoma Society

Rye Brook, NY

Staff Accountant/ Financial Analyst

- Documented relevant accounting data for management; processed monthly and quarterly sales and use tax filings
- Processed monthly bank reconciliations; analyzed information to ensure accuracy; generated and analyzed reports detailing activities trends and participated in creating forecasts
- Developed and improved accounting procedures by analyzing current procedures and recommending changes

May 2013- December 2015

Girl Scouts Heart of the Hudson

Pleasantville, NY

Accounting Specialist

- Operated Sage accounting system to process 100-150 invoices weekly, printed checks biweekly and processed ACH withdrawals
- Reconciled bank accounts monthly while assisting in month end activities to maintain ledgers and journals
- Audited troop and service unit financial reports while creating written memos of audit findings for CFO

Education:

July 2015

SUNY Empire State College

Hartsdale, NY

- ***Bachelors of Professional Studies***

Major: Business, Management & Economics

Concentration: Forensic Accounting and Fraud Examination

ERP Systems:

- Sage • Oracle • NetSuite • Microsoft Dynamics Great Plains • Concur • QuickBooks • Microsoft Excel
- Microsoft Word • Microsoft PowerPoint • TM1

References Available Upon Request