**RHONDA CAMPO (646) 474-0663 rhondaok2015@aol.com**

**Career Summary**

Self-motivated, dependable and highly knowledgeable Accounts Payable, Accounts Receivable and Payroll Specialist with over 20 years of experience. Customer Service. Organizational skills combined with capability to prioritize workload achieving high results.

**SKILLS**

* Great Plains | AS400 | Excel |Word | Outlook | QuickBooks | ABS
* General Ledger | Customer Relations | Strong communications skills.
* Time management | invoice Processing | Account Reconciliation
* Microsoft Office | Detail oriented |Accounts Payable | Accounts Receivable Payroll Processing | Vendor Management.
* Notary public

**WORK EXPERIENCE**

**New York Accessory Group, Inc - New York**

**Full Charge Bookkeeper**

2001-2021 (co sold)

* Accounts Payable full cycle, matching, approvals, posting, check and ACH disbursements
* 4 Divisions: 2 Manufacturing and 2 Property Rental
* Assist CFO for internal and external audits | Electronic Filing | Vendor Maintenance
* Bank reconciliation | Credit Card Analysis | Petty Cash | Data entry
* Payroll Administrator - Salaried and Hourly employees. - ADP and Paycheck Portal
* Prepare Sales Commissions and Quarterly Royalty reports - 1099
* Accounts receivable - Customer Service
* HR Manager | 401K Compliance Administrator
* Manage Vendors and Customers inquiries and issues.
* Notary Public services for the company and staff

**Ahava North America**

Full Charge Bookkeeper

1998-2001

* Process full cycle Accounts payable invoices for timely payments by checks or ACH
* Monthly Bank reconciliation and Credit Card analysis
* Monthly Journal entries to General Ledger | E-Commerce file upload to Accounts Receivable
* Reconcile and maintained W2's and 1099 | 401K Administrator
* Process Multi-states Commission reports and disbursements
* Process weekly and monthly payroll using ADP and Paychek portals
* Process garnishments and leave of absence.

**Education:**

1993 Associates Degree Business Management ICS National Education College.

1983 Certificate Bookkeeping Trans World College, St Helier Britain.

1970 Certificate Tax Preparation York College, New York

1980 A-Level Accounting Principles University of the WI.