

Debbie MowenWion

1095 Fletcher Pike • South Charleston • OH 45368 (located @ Interstate 70 & RT 40)

Home (937) 322-4694 • Cellular (937) 626-1070 • deborahmowenwion@yahoo.com

ACCOUNTING/TREASURY/CUSTOMER SUPPORT OFFICE /ASSISTANT Qualification Highlights

Accounting professional who has contributed to improved cash flow, reduced costs and high customer satisfaction utilizing excellent organizational skills and the ability to prioritize responsibilities with full attention to detail. Experienced with computers and software - Microsoft Office, PowerPoint, Access, Excel, Foxpro Databases. Supervisory/management experience includes scheduling, training, inventory control and customer service. Areas of expertise include:

- Accounts Payable
- Accounts Receivable
- Accounts Reconciliation
- Billing Sales Orders
- Daily Cash/Assistant Manager/Head Cashier /Inventory Control/Customer Service in retail/warehouse industry
- Data Entry
- Journal Entries
- Month-End Closing of General Ledger
- Personal Property Tax and Unclaimed Funds
- Research Skills for Problem Solving
- Sales Tax Preparation/Payments/Maintain tax files for state audits
- Treasury and Banking Functions

EDUCATION

BS, Business Administration with Accounting Minor, Urbana, University, Urbana, OH
Certificate, 2010

"Rise Above" Professional Development Workshop, Springfield, Ohio and successfully completed intense soft skills workshop

CERTIFICATES QuickBooks 2010-January, 2011, Reynolds & Reynolds University, Dayton, Ohio Microsoft Office: Microsoft XP, Microsoft Word, Microsoft 2003, Microsoft Access, Treasury Manager

PROFESSIONAL EXPERIENCE

WORKFLOWONE dba The Relizon Company (formerly Reynolds & Reynolds), Dayton, OH 1993 – 2010

Treasury/Accounting Coordinator

Managed company's daily cash and debt position by balancing and funding five banks, gathering previous day receipts and disbursements, and updating daily cash flow reporting using Excel

- Updated daily sales forecast with actual daily receipts and sales department plan numbers in Excel
- Performed payroll bi-weekly funding and reviewed monthly bank account analysis using Oracle and Production Plus
- Processed account reconciliations, personal property tax, and unclaimed funds report filings

REYNOLDS & REYNOLDS, Business Forms Division Dayton, Ohio 1990 – 1993

Senior Accounting Clerk/Sales Tax and Billing Clerk

Performed all billing order functions, including order entry, vendor invoice payables, processing freight bill payments, and proofing customer invoices that need special handling outside of the software capabilities of Vertex, Oracle, and Production Plus

- Ensured state sales tax compliance by accurate and timely processing of sales returns and payments
- Maintained years of tax returns for federal, state, local and internal audits
- Entered data records of information and assembled customer reports
- Created user manuals for sales department

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ACCOMPLISHMENTS

- Created Excel reports from bank data that was pasted Oracle for end of month reporting, which eliminated outside software with savings of over \$ 3,000.00 annually
- Developed documentation in detail for critical Treasury department duties, any non treasury person could act as back up by reading step by step instructions in an emergency, such as needing payroll funding processed, used same documentation for yearly bank compliance and controls
- Pro actively initiated sales tax filing and payments electronically directly with taxing authorities, reorganized tax return due schedules and tied together returns with step by step filing instructions. Did not incur penalty and interest charges of 28% for late or lost returns, one person could handle over 120 returns per month, any person not cross trained on sales tax could work on returns if necessary

WOODHULL CORPORATION, Dayton, OH

1986 - 1990

Accounts Receivable Clerk

Processed all accounts receivables and responded to customer inquiries

Coordinated and scheduled and dispatched service technicians

Created and processed all invoicing for labor maintenance contracts

Prepared monthly accounting status reports, coordinated and updated customer databases

Generated repeat business by prompt and thorough resolution of customer issues