

# ERIKA FANTROY

## PROFESSIONAL CONSULTANT



### INDUSTRY EXPERIENCE

- EdTech
- Distribution
- CRO
- Life Sciences
- Public Accounting
- Professional Services
- Healthcare
- Government Grant Funded Accounting

### FUNCTIONAL EXPERIENCE

- Grant accounting
- Accounts payable
- Accounts receivable
- Collections
- Account reconciliation
- Sales tax
- Financial reporting
- Financial statement preparation
- Accrual accounting
- Journal entry preparation
- Month-end close

### SYSTEMS EXPERIENCE

- NetSuite
- Epicor Content Management
- P21
- QuickBooks (Desktop & Online)
- Bill.com
- ADP
- Salesforce
- MS Excel

### EDUCATION & CERTIFICATIONS

Bookkeeping Certificate – Wake Tech

Bachelor of Arts in Sociology –  
University of North Carolina at Chapel Hill

### EXECUTIVE SUMMARY

Dependable and detail-oriented bilingual accounting professional with an ability to balance multiple clients and complete work accurately and effectively. Equipped, through hands-on experience, technical skills, and a practical understanding for applying accounting and business knowledge in order to operate a successful business.

### RELEVANT EXPERIENCE

- Supported an EdTech company with AP processing and AR, including cash collections. Successfully recovered over \$4M in past due balances. Worked closely with customers, internal sales team members, and reseller partners.
- Previously joined the accounting team of an electrical equipment supplier for clean-up projects. Initially stepped into AP to process a backlog of 6k invoices that resulted from an implementation. Was then moved to assist with sales tax work, researching and documenting exemption status for the company's full customer base.
- Previously supported a clinical research organization during a period of heavy hiring. Responsible for full-cycle AP processing, preparing payment runs, vendor management, bank and credit card reconciliations, and preparing accruals at month-end. Entered pass-through expenses into the tracker and uploaded into QuickBooks.
- Prior to joining Vaco, provided month-end bookkeeping for multiple clients, including accounts payable, accounts receivable, verifying receipts of products & services, journal entries, creating and maintaining schedules for fixed assets, depreciation, convertible notes and amortization. Generated financial reports, performed account reconciliations, and prepared balance sheet schedules.
- Determined employer liabilities and allocated wages based on project time to the respective grants.
- Ensured clients properly manage funds awarded through federal agencies with a firm understanding of the Notice of Award and grant regulations. Updated trackers to reflect monthly expenditures to ensure compliance within the scope of their contract. Identified and investigated discrepancies between the P&L to the budget justification.
- Performed day to day business operations using QuickBooks Online to manage budget, track income and expenses, and verify monthly receipts of products and services.
- Tracked and made payments for quarterly tax liabilities and submitted yearly state and federal tax returns.

### PROFESSIONAL CHRONOLOGY

2022 – Present	Professional Consultant <i>Vaco</i>
2022	Staff Accountant <i>Eva Garland Consulting</i>
2016 – 2022	Owner/Pediatric Speech-Language Pathologist <i>Say and Play Speech Therapy</i>
2012 – 2017	Pediatric Speech-Language Pathologist <i>Triangle Speech Associates</i>