

KIM MANNING

PROFESSIONAL CONSULTANT



INDUSTRY EXPERIENCE

- Manufacturing
- Pharmaceutical
- Distribution
- SaaS
- Life Science
- Construction
- Pharmaceutical
- Manufacturing
- Retail

FUNCTIONAL EXPERIENCE

- Accounts Payable
- Accounts Receivable
- Payment Posting
- Collections
- General Ledger Reconciliations
- Bank Reconciliations
- Journal Entries
- Period End Close

SYSTEMS EXPERIENCE

- NetSuite
- SAP
- QuickBooks
- Oracle
- Stripe
- PharmaNet
- Salesforce
- MS Office Suite/Excel

EDUCATION & CERTIFICATIONS

MSA, Strayer University

BS, Accounting, Strayer University

EXECUTIVE SUMMARY

Self-motivated accounting professional with 10+ years experience in accounts receivable, accounts payable and general ledger accounting. Dedicated and solutions-oriented with exceptional communication and analytical skills. Adept at problem-solving.

RELEVANT EXPERIENCE

Special Projects

- Implemented new invoicing process to track and collect on grant payments reducing outstanding payments from >60 days to <30 days.
- Created an interdepartmental inventory communication report to track orders placed, received and distributed resulting in lower inventory miscounts and higher fulfillment rates to top customer accounts.
- Created complex daily AR reconciliation report to show payments received and outstanding AR to allow for more accurate cash forecasting.
- Cleaned up 6+ months of misapplied payments and unissued credits in SAP.
- Created new invoicing and payment terms that reduced the company's average aging from 90+ days to 30 days.

General Ledger Accounting

- Performed monthly reconciliation of donations and inventory accounts for proper job and general ledger coding
- Performed quarterly reconciliation of inventory and petty cash accounts; monthly reconciliation of inventory and inventory reporting
- Track money, process bank deposits and performed bank reconciliations
- Reconciled, analyzed and reported on cash flow daily
- Tracked project costs to evaluate project budgets
- Processed journal entries for inter-company transactions

Accounts Payable

- Code and enter construction and non-construction invoices
- Weekly check runs, ACH and initiate wires
- Prepared 1099s and manage all vendor insurance certificates and W9s
- Prepared all outgoing payments for multiple company segments
- Weekly accounts payable budgeting reports preparation
- Processed and audited employee expense reports

Accounts Receivable

- Investigated short and unapplied customer payments, processed credits and ensured proper application of credits
- Account analysis to uncover discrepancies and resolve any variances
- Developed payment plans for delinquent accounts
- Processed inventory receipts, returns and adjustments
- Created detailed for aging and past due accounts

PROFESSIONAL CHRONOLOGY

Mar 2022 – Present	Professional Consultant <i>Vaco</i>
2019 – Mar 2022	Staff Accountant <i>Habitat for Humanity of Durham</i>
2018 – 2019	Sr. Accountant, AR Specialist <i>Accord Healthcare</i>
2005 – 2017	AR Manager, AP Specialist <i>Crocodile Creek</i>