KATRINA A SANDERS

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CORPORATE ACCOUNTING/ADMINISTRATION:

Pinnacle Foods Group Accountant 11/2016 – Present

- Monitored projects and overhead accounts
- Balance sheet reconciliations
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KONE Inc. Senior Admin Assistant 04/2016-10/2016

- Process payroll for over 300 field employees
- Created effective and accurate audit trail
- Liasion for all branch office needs
- Maintained all petty cash flow

KONE Inc. AR/AP/Budget Coordinatior 09/2014-04/2016

- Prepared budgets
- Analyzed and reported project cost control status
- Estimated and resolve procurement (A/P) issues

Voorhees College Executive Administrative Associate 08/2012-05-2014

- Prepared and maintained budgets
- Processed AP, AR and payroll for office
- Created monthly summaries for board of directors.

Qualifications Summary:

- ***Corporate Accounting*:** Cost Reports, Journal entries, Cash Flow/Cash Requirements, Accounts Payable/Receivable,Vendor account set-up, Petty cash audits, Per Diem, Bank recs and deposits, AMEX/PCard reconciliations, Positive Pay/Studio Uploads & downloads, Payment schedules for term deal producers/writers, Insurance claims, Ad hoc cost analysis projects.

- ***Accounts Payable*:** P-Cards,Travel cards, Daily check runs, Month-end GL, Petty cash, Wire transfers, and Ad Hoc projects.

- ***Software Experience*:** EASE, Vista, Concur, ADP, SAP, QuickBooks Pro, MS Excel, Word, Powerpoint, 10 Key.

Education: Voorhees College- Bachelors of Science, Accounting Denmark, SC May 2014