

Lorraine D. Nieman

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EXPERIENCE

Billing Supervisor, Commerce Technologies, Inc., Albany, NY 2012-2014

- Managed billing department in medium-sized IT firm specializing in processing retail online orders
- Executed month-end billing tasks including reconciling over 200 accounts receivables journal entries and adjusting entries before uploading them to the accounts payables system
- Facilitated yearly audit, including, SOC Service Organization Controls audit.
- Streamlined billing process and worked with IT to develop capability to send invoices electronically
- Developed comprehensive three-step collections process working with IT and the sales department
- Created and documented standardized processes for all duties in the office to ensure that all employees were following the same protocol
- Hired, trained, and supervised three employees on tasks including adding 200 new vendors a month to the site, issuing 5700 invoices per month, and providing customer support
- Worked closely with the controller in vetting new accounting software package
- Compiled an accurate list of all merchant contacts for collections purposes; worked closely with these contacts to ensure that their accounts were paid in a timely manner, and dealt with any issues
- Responsible for all account reconciliations and all accounts receivables journal entries and adjusting entries before uploading to the A/P system

Accounts Receivable and Collections Billing Specialist, Commerce Technologies, Inc. 2006-2012

- Completed accounts receivables, billing, and collections tasks including adding new vendors, issuing invoices, and providing customer support

AR/AP Accountant, Souder's LLC, Albany, NY 2005-2006

- Prepared invoices for payment
- Invoicing for vendors
- Cash reconciliation
- Processed credit card and cash receipts

EDUCATION

Schenectady County Community College, Schenectady, NY, May 2004
AAS in Accounting, GPA 3.82 with honors

SKILLS

Software: Softrax, Great Plains, Peachtree, Quickbooks, Microsoft Office: Excel, Outlook, Word