

Meikka C. Taylor
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OBJECTIVE

To obtain a position in the accounting field that will utilize my analytical, organizational and communication skills.

EXPERIENCE

Bookkeeper, Ambient Environmental Services, Albany, NY, April 2014-Present

- Maintained all accounts receivable and payables.
- Maintained job costing records for AIA billing and OGS.
- Processed bi-weekly payroll and maintained profit sharing records.
- Prepared monthly reconciliations.

Bookkeeper/Owner, Taylor Financial Services, Clifton Park, NY, 2001-Present

- Provided full charge bookkeeping and payroll services for profit and non-profit businesses.
- Prepared business annual and quarterly tax returns.
- Provided business with grant preparation, budget preparation and forecasting.
- Provide full human resources services: new hire requirements, insurance analysis, COBRA, and workers compensation requirements.

Night Auditor, Rockgate Management, Latham, NY, 2008-Present

- Prepared daily flash cash management report.
- Prepared and distributed the direct billing for the hotel.
- Provided guest management services.

Bookkeeper, Lingualinx Language Solutions, Inc., Cohoes, NY, May, 2008-October, 2008

- Prepared and analyzed all job sheets and process for billing.
- Maintain all accounts receivable and payables.
- Prepare financial reports and analysis as needed.
- Compile and analyze information for external audits.

Finance Analyst –Fiscal Planning, State Employees Federal Credit Union, Albany, NY, 2002-2003

- Compiled, analyzed, and inputted information relative to the fiscal planning process.
- Analyzed and reported on monthly fluctuations of operating income and expense accounts.
- Created, tracked and maintained credit union contract database.

Finance Analyst - ALM, State Employees Federal Credit Union, Albany, NY, 2000-2002

- Analyzed credit union product information and rates to compare and update the ALM model.
- Produced and analyzed the monthly financial statements, asset liability committee reports, economic value reports, and income simulation shock reports.
- Prepared requested information for internal and external audits.

Senior Accounting Representative, State Employees Federal Credit Union, Albany, NY, 1999-2000

- Responsible for the daily close and month end updating of the general ledger system.
- Maintained all fixed assets and financial records for the subsidiary company.
- Reconciled daily corporate, federal reserve, VISA, and foreign collection accounts.

G/L & Expense Management Rep., **State Employees Federal Credit Union**, Albany, NY, 1998-1999

- Processed all credit union invoices for payment.
- Reviewed expense codes for comparison to annual budget.

Office Manager, **Southern Tier Insulation's**, Castleton, NY, 1997-1998

- Managed all personnel related tasks including hiring, scheduling, and payroll processing.
- Reviewed expense codes for comparison to annual budget.
- Prepared AIA billing.

ADDITIONAL EXPERIENCE

Real Estate Salesperson, **Tech Valley Homes**, Loudonville, NY, 2007-2008

Night Auditor, **Albany Courtyard by Marriott**, Albany, NY, 1996-1997

Accounting Associate, **Wal-Mart**, Albany, NY, 1995-1996

Department Manager, **Wal-Mart**, Albany, NY, 1994-1995

EDUCATION

Accounting coursework for bachelor's degree **Siena College**, Loudonville, NY 2002

A.A.S. Accounting, **Schenectady County Community College**, Schenectady, NY, 1997

A.S. Business Administration, **Schenectady County Community College**, Schenectady, NY, 1996

CERTIFICATIONS

Notary Public, 1997

Certified Loan Signing Agent, 2001

Real Estate Salesperson, 2007

COMPUTER SKILLS

Microsoft Certified in: Excel, Word, Power Point and Access. Adobe 7.0, Turbo Tax, ADP Payroll software, Quick Books Certified, Timberline, Peachtree, NYCE Systems, AFTECH, Sendero: ALM, DMS, and G/L., Oracle, AIA Billing and Ebility.