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Jacinda Hotaling

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| Objective | | | |
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| A highly motivated Credit, A/R, A/P, and Collections professional with a verifiable record of accomplishment spanning nearly ten years. Highly motivated, recognized as a results-oriented and solution-focused individual. Areas of strength include: | | |
| Accounts Payable  Accounts Receivable  General Ledger  Fixed Assets   * Financial Reporting | | Computer Literacy  Organizational Skills  Communication Skills  Time Management Skills   * Works as Team Player |
| Education | | | | |
|  | 2002 - 2006 State University of New York at Cortland Cortland, NY  Bachelor’s Degree in Business Economics   * Concentration in financial management * Completed courses in accounting, finance and statistics | | | |
| Work experience | | | | |
|  | May 2008 – National Baseball Hall of Fame & Museum Cooperstown, NY  Accounting Assistant   * Full charge processing of all accounts payable & receivable * Compiled and distributed financial reports, including 1099’s * Managed weekly check run with cash flow analysis * Reconcile bank balances & corporate credit card statements * Manage all petty cash and office supply expense accounts * Wrote record destruction policy and procedure manual for company * Record general ledger entries   2006 – 2008 Leatherstocking Region Federal Credit Union Cooperstown, NY  Bank Teller   * Opened and close accounts; maintain accounts records * Process member transactions; provide customer service * Cross-sell banking services and products to clientele  |  | | --- | | Computer literacy |  * Proficient with Microsoft Excel, Word and PowerPoint * Experience with Blackbaud & QuickBooks | | | |