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| 104 Mosse road • CHERRY VALLEY, NY 13320 |
| PHONE (607)316-8467 • E-MAIL FIREKIN007@YAHOO.COM |

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 PayableAccounts ReceivableGeneral LedgerFixed Assets* Financial Reporting
 | Computer LiteracyOrganizational SkillsCommunication SkillsTime Management Skills* Works as Team Player
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| Education |
|  | 2002 - 2006 State University of New York at Cortland Cortland, NYBachelor’s Degree in Business Economics* Concentration in financial management
* Completed courses in accounting, finance and statistics
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| Work experience |
|  |  May 2008 – National Baseball Hall of Fame & Museum Cooperstown, NYAccounting 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, NYBank Teller* Opened and close accounts; maintain accounts records
* Process member transactions; provide customer service
* Cross-sell banking services and products to clientele

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| Computer literacy |

* Proficient with Microsoft Excel, Word and PowerPoint
* Experience with Blackbaud & QuickBooks
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