

# SUNNI BIBLE

1635 Hillsbury Dr  
Galloway, OH 43119

{614} 588-2733

scylar99@aol.com

## PROFESSIONAL EXPERIENCE

### Accounting Technician-DFAS Columbus May 2015-Present

- receive/review accounting documents including all types of accounting transactions against obligated funds for multiple accounts
- validates, monitor, control and maintain accounting records and specialized ledgers to accurately record status of funds
- reconcile subsidiary ledgers to general ledgers that involve a variety of transactions generated by several different programs and types of funds and contain frequent and varies adjustments
- communicate with internal departments to coordinate account actions such as Finance Office, Contracts and Disbursements
- research complex accounting transactions and requests for establishment of additional accounting records
- research discrepancies between subsidiary ledgers and general ledgers and make necessary adjustments

### Controller-Lower Lights Christian Health Center Oct 2013-May 2015

- processed and pay all invoices in a timely manner
- received and deposited all organizational revenue
- performed annual 1099 reporting for vendors
- prepared journal entries for prepaid expenses, deferred revenue and payroll cash accounts
- assisted management with annual budgeting process administered and reviewed all financial plans
- overseen all accounts, ledgers and reporting systems ensuring compliance with appropriate General Acceptable Accounting Principles standards and regulatory requirements

### Accounting Internship-Advance DD Care Jan 2013-Sept 2013

- prepared, analyzed and submitted payroll into Ohio Department of Developmental Disabilities website
- assisted in performing account reconciliations
- performed other accounting duties as necessary to meet the responsibilities of the position

### Purchasing Agent (Temporary) Ashland Inc July 2009-Dec 2010

- kept information accessible by sorting and filing documents
- authorize payments for purchases y forwarding receiving documentation
- forwarded available inventory items by verifying stock; schedule delivers
- administered bidding process and contracts for vendor performance/ compliance with established limits
- verified purchase requisitions by comparing items requested to master list; clarifying unclear items, recommending alternatives

REFERENCES AVAILAVBLE UPON REQUEST

## EDUCATION

FRANKLIN UNIVERSITY  
Bachelor's Degree (Double Major)  
Human Resources &  
Business Management

COLUMBUS STATE  
Associates Degree  
Accounting

COLUMBUS STATE  
Associates Degree  
Travel/Tourism Hospitality Mgmt.

## LEADERSHIP

Sigma Beta Delta International Honor  
Society

Student Affiliation of Ohio Society of  
CPA's

Treasurer at local Rec Center CRC  
Board

## KEY SKILLS

MS Office  
Critical Thinker  
Problem Solver  
Leadership Skills  
Collaboration Skills  
Time Management Skills  
Outstanding Communicator

