

Tricia Campbell

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Professional Summary

A highly analytical, deadline-driven experienced and degreed Accounting professional accustomed to accountability and responsibility for million dollar revenues. Uses an organized and systematic approach to managing multiple duties and priorities. Seeking a challenging new position where my experience and skills are utilized fully.

Skills

- Accurate Financial reporting
- Fixed assets reporting
- GL Account reconciliations
- Invoice coding
- Expertise in invoice and payment transactions
- State sales and use tax preparation
- Ethical Approach
- Exceptional organization
- Analytical reasoning
- Superior attention to detail
- Advance computer proficiency
- Strong in MS Word and Excel

Work History

02/2020-Present **Ideas Unlimited LLC (www.ideasunltd.net)**

Accounting /Finance Manager

Personally responsible all financial operations of Advertising Specialties company. Including but not limited to Accounts Payable, Billing, Accounts Receivable, Payroll, Financial Statements and Payroll and Sales tax reporting.

06/2019-12/2019 **Bluff City Law S1 Production, Universal Television LLC.**

Accounting /Payroll Clerk

Personally responsible for Cast "SAG" and Non-Union crew payroll, and other clerical accounting projects as needed.

10/2004-06/2019 **Ericson Group, Inc. (www.EricsonGroup.com)**

Accounting /Finance Manager

Personally responsible for all financial operations of Advertising Specialties company.

- Compile financial reports pertaining to cash receipts, expenditures and profitability.
- Perform complex general accounting functions, including preparation of journal entries, account analysis, and balance sheet reconciliations.
- Compile Sales and Use, Business and Property tax reports for multiple jurisdictions.
- Register business in other jurisdictions as required.
- Maintain Non-Gaming/Supplier licenses where necessary.
- Setup and initiate Accounts Payable procedures.
- Oversee company and customer owned inventory receipts, sales and adjustments.
- Setup and maintain Accounts Payable including obtaining credit terms, vouching invoices and issuing payments.
- Setup and initiate Accounts Receivable procedures.
- Maintain Customer information/reporting.
- Convert sales orders into customer invoices and follow up with soft collections as needed.
- Record receipts and reconcile bank statements.
- Perform commission calculations and disbursements.
- Manage payroll and employee benefits administration.
- Provide administrative support to the HR function.
- Work with President and Sales Manager to review/streamline company procedures/policies.
- Document preparation for IRS tax filings.
- Coordinate with external companies as required to maintain 100 year old 20,000 square foot, two story facility.

1998-2004 Prime Business Solutions, Inc. dba Forest Hill Funeral Homes & Cemeteries

Accounting Manager

Increased efficiency by eliminating non-value added tasks and adding organization for this funeral home and cemetery management company. Achieved regulatory compliance within three months. Decreased lost revenue by tightening and enforcing cash management procedures.

- Managed accounts payable, accounts receivables, and contract administration.
- Performed perpetual care and prepaid funeral trust reporting based on Tennessee statutory requirements.

1993-1998 NKC of America, Inc.

Accounting Manager

Personally responsible for G/L and Assets management along with Cost Accounting for this Japanese manufacturer of Conveyor systems. Duties included support of bid, design and build process for major automotive manufacturers; year-end procedures and audit support for external audit, multiple state Sales & Use tax, Property and Business tax returns while continuing to function as Network Administrator.

1981-1993 NKC of America, Inc.

Network Administrator/Software Programmer

Developed, implemented and maintained internal software for the manufacturing, sales, job costing, inventory and general administration in custom design/build environment. Initially hired as Secretary to General Manager. Assumed more duties and continually promoted to higher level positions including Purchasing Agent for 3 years.

Education

Christian Brothers University

Bachelor of Arts Degree,
Business Administration
Accounting Major

References provided upon request