Marguerite Okafor-Bly

Accounting Clerk

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SUMMARY

Accounting clerk with 5 years handling payables, receivables and reconciliations in NetSuite and QuickBooks Online. Processes about 900 vendor invoices a month with a posting error rate under 0.5%, and helped cut the month-end close from 9 working days to 6. Known for clean documentation that holds up at audit time.

EXPERIENCE

Accounting Clerk — Ironbridge Building Supply

Indianapolis, IN · May 2022 – Present

- Process about 900 vendor invoices a month in NetSuite with 3-way matching, keeping posting errors under 0.5% across 4 branch locations.
- Reconcile 6 bank and credit card accounts by the 3rd working day each month, clearing a 14-month backlog of unmatched items worth $62,000.
- Prepared accrual and prepaid journal entries for the controller, helping shorten the month-end close from 9 working days to 6.
- Set up a shared vendor statement review that found $18,400 in duplicate or missed credits in the first year.

Rent Posting Clerk — Sycamore Row Property Management

Zionsville, IN · Aug 2019 – Apr 2022

- Posted rent and fee payments for 1,150 residential units in QuickBooks Online, matching 98% of deposits within 2 business days.
- Sent monthly aging reports to 7 property managers, helping lower balances over 60 days by 31% in 18 months.
- Scanned and indexed 4,000 paper lease files into a document system, cutting audit request turnaround from 3 days to same day.

SKILLS

Accounting tasks: Accounts payable, accounts receivable, bank reconciliation, journal entries, 1099 preparation

Software: NetSuite, QuickBooks Online, Bill.com, Expensify, Microsoft Excel (VLOOKUP, pivot tables)

Controls: 3-way matching, vendor setup checks, document retention, audit support

CERTIFICATIONS

QuickBooks Online Certified User (Intuit), 2021

EDUCATION

A.A.S. Accounting, Ivy Tech Community College, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.