

Marvetta R Key

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Objective

To secure a permanent position with growth potential where current skills may be utilized and new skills acquired in a way that will benefit the company for continued growth & profitability.

Experience

Parsons IS

09/2004-12/2011

Richardson, TX

Expense Auditor

Worked in the Finance/Accounting Dept. Main responsibilities were auditing all expenses for employees to ensure reports and expenses were accurate according to company guidelines and IRS related guidelines.

Perot Systems

03/2002-08/2004

Plano, TX

Data Entry/Accounting

In this position I performed accounting and clerical functions to support supervisors which included research, track, and resolve accounting problems, compile and sort invoices and checks. Review and process expense reports, responsible for making travel arrangements for employees, issue checks for accounts payable, record business transactions and key daily worksheets, and train Accounting on a new system that was implemented. Record charges and refunds. Responsible for supporting accounting personnel. Input vouchers, invoices, checks, account statements, reports, and other records. Provided front desk customer service. File and tally deposits. Worked with adding machines, calculators and databases. Matched invoices to work orders. Processed bills for payment. Other responsibilities included opening mail and match payments to invoices, arrange for money to be delivered to bank, utilize computer systems to run databases, paid bills and ordered supplies and ensured employees expense reimbursements were paid in a timely manner.

Cunningham Lindsey

04/1994-02/2002

Dallas, TX

Finance/Accounting/Call Center

While working for this Third Party Administration, I acquired and held several positions. Made sure all of the accounts were balanced and maintained. Review all invoices for appropriate documentation and approval prior to payment. Sort and distribute incoming mail, process 3 way P.O. matching invoices, up to 100 plus line items, prioritize invoices according to cash discount potential and payment terms, process check requests, audited and processed bills and invoices, matched invoices to checks, obtain all signatures for checks and distributed checks accordingly. 1099 maintenance, responded to all vendor inquiries, reconciled vendor statements, researched and corrected discrepancies, was responsible for month end as well as year-end closings, maintained files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices and assisted with other projects as needed.

Skills & Qualifications

A self-sufficient worker who works well independently or as a team player with a willingness to acquire new skills while maintaining a positive attitude.

Education & Affiliations

Diboll High School Graduate

High School Diploma

Tyler Junior College

Tyler, Texas