

Teresa Meyer

Denton, TX 76209

972 977-5841
TeresaAmeyer1@gmail.com

PROFESSIONAL PROFILE

Enthusiastic professional with 9 years' experience in month-end close process, preparing weekly and monthly reconciliations, and analyzing/explaining account fluctuations in the accounting department. I have 10 years of Accounts Payable experience. I am seeking a finance/accounting role to provide support in implementing internal controls and a client service to the sales and operating divisions.

CORE COMPETENCIES

Excellent verbal/written communication Skill | Problem Solving Skill | Flexibility/Adaptability

TECHNICAL SKILLS

Intermediate Microsoft Excel | Microsoft PowerPoint | MS Word | Microsoft Office | SAP

EDUCATION

Finance Major - Bachelor of Business Administration
University of North Texas, Denton, TX

Graduation Date: May 2021

CERTIFICATIONS: Microsoft Office Excel 2016

EXPERIENCE

FleetPride, Inc.

Nov 2016 – June 2024

Sr Staff Accountant

Irving, TX

- Prepared monthly financial reports by collecting, analyzing, and summarizing accounts information and trends results. Including month-end accounting journal entries and general ledger maintenance.
- Managed and documented (Real Estate) all modifications to new and existing lease agreements, analyzing the financial implications, and updating records in compliance with ASC 842 per GAAP.
- Provided forecast real estate reports to finance for budget & planning.
- Delegated duties and collaboration with the Shared Services team, Operations Team, Legal team, and the accounts payable team for all acquisitions, store relocation & mergers; cash flow management.
- Handled monthly account reconciliations and all month-end close process to GLs. Summarized current financial status by collecting information for the balance sheet and expense.
- Ensured accuracy of fixed asset management records, track asset acquisitions, depreciations and disposals and taxes.
- Supported Treasury Dept in monitoring daily cash balances across multiple bank accounts and prepared regular reports on cash balances and bank reconciliations.

FleetPride, Inc.

Jan 2016 – Oct 2016

Shared Services Supervisor

Irving, TX

- Provided direct support to Chief Accounting Officer, Controller, and Tax office (tax filings).
- Assisted Treasury and supervised the implementation project of the US Bank program to the company.
- Advocated for Shared Services weekly to ensure a successful implementation goals, objectives, and program setup of the purchase cards.
- Assisted Accounts Payable & Accounts Receivable teams with billing and collections of outstanding invoices.

FleetPride, Inc.

Jul 2013 – Dec 2015

Shared Services Coordinator

Irving, TX

- Provided direct support to the Director and Accounting for all Shared Services support-related functions.
- Performed administrative duties for all National Service Provider program such as Purchase Card, Uniforms, Office Supplies, Utilities, Fleet, Fuel Travel, etc.
- Monitored all Shared Services programs and reinforced control environment to ensure compliance of policies and procedures.
- Worked with the accounts payable team to prepare multiple entities invoices/billings.

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Additional Career

McKesson Corp

November 2002 – July 2013

AP Audit Associate

- Resolve outstanding accounts for Trade, Corp Accounts Payable and McKesson Specialty.
 - Worked with consultant to help implemented internal controls in accordance with SOX regulations, which lead to a 30% improvement in audit accuracy. Worked with auditors to conduct annual SOX assessments and reduce compliance risks by identifying control weaknesses.
 - Performs research and analysis in support of efforts to improve processes and reduce costs.
 - Primary responsibilities include data collection, analysis and execution of deliverables.
 - Work with management to change processes to correct or eliminate errors and reduce costs at the root cause based on analysis of data relevant to the current process.
 - Prepares reports which the team and management can use to make timely and accurate decisions about process improvements.
 - Handles collection, research, reconciliation and negotiations of account issues. Results and outcome presented to internal customers through monthly reports and charts.
 - Worked with SAP software for researching, reviewing/parking invoices, approving invoices, validating checking info and reporting.
 - Analysis, implementation and project management of Audit processes.
 - Reconciliation of audit accounts and timely processing of claims.
 - Day-to-day management of all payment cycle activities in a timely and efficient manner in the Accounts Payable department. Including review, verify and process vendor invoices, purchase orders, and expense reports.
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