

Amy Martin

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EDUCATION

ALLIANCE UNIVERSITY | Nyack, NY (May 2016) *Bachelors of Science in Business Administration*

EMPLOYMENT

HERON THERAPEUTICS | La Jolla, CA

Accounts Payable Associate (October 2018 - Present)

- Process invoices in preparation for weekly check runs paid via physical checks and wire transfers while meeting Sarbanes-Oxley standards. Establish and maintain relationships with new and existing vendors.
- Reconcile purchases clearing and accounts payable accounts. Record month-end accruals based on feedback from internal contacts. Review suspect payments through positive pay. Process and file 1099 forms annually.
- Pioneered the implementation of a paperless accounting system. Completed User Acceptance Testing, created training materials, and executed training company-wide.

DOHERTY ENTERPRISES, INC. | Allendale, NJ

Accounts Payable Coordinator (January 2017 -September 2018)

- Processed and batched invoices in preparation for semiweekly check runs, corresponded with vendors to ensure accounts are current, and prepared and sent out 1099's at the beginning of the year.
- Additionally assisted the Cash department by reaching out to customers with past due accounts, documented physical checks, matched ACH payments, and monitored cash deposits.

WAYNE TILE COMPANY | Wayne, NJ

Bookkeeper (June 2016 - January 2017)

- Divided responsibilities such as accounts payable and receivable, vouchering purchase orders and expenses, sending out statements and invoices, and depositing checks and cash daily with the company accountant.

KELLER WILLIAMS VILLAGE SQUARE REALTY | Ridgewood, NJ

Executive Assistant (June 2014 - August 2015)

- Organized mass marketing mail outs and updated the online presence of two real estate agents.
- Corresponded with attorneys and other real estate agents to assist in closing sales.

EXTRACURRICULAR

COLLEGE FEDERAL RESERVE CHALLENGE | Manhattan, NY (October 31, 2014)

- Collaborated with three classmates to speak about the current standing of the economy and how the Federal Reserve can address upcoming issues that it will soon face.

ADDITIONAL SKILLS

Proficient in Microsoft Word, PowerPoint, Outlook, Excel, Great Plains, Docufree, Rosnet, Fintech, Prophet 21/Epicor, Blackline, Easy Access, iPurchase, and QAD.