

Chelsea Proctor

**Education:**

**Hilton High School,** Hilton, New York; Regents Diploma

**Monroe Community College,** Rochester, New York; Accounting Coursework

**Background**

## June 2008 – July 2016

### Manager of Finance/Accounting Clerk

* Manage all aspects of Accounts Receivable, Accounts Payable and billing
* Organize, update and maintain QuickBooks
* Proficient in QuickBooks, Microsoft Excel, Microsoft Office, HomeTrak, Evolution software
* Prepare and verify daily cash reports
* Work closely with CFO to respond to credit and collection concerns with existing and potential funding sources
* Handle all payroll information including: using Evolution software to input timesheets and USA Payroll services for payroll entry
* Perform monthly account reconciliations; Ensure proper recording of new purchases and disposals
* Maintain the fixed asset and depreciation schedules
* Maintain General Ledger and petty cash account
* Assist in month end, quarter end, and year end closing processes
* Assist with year-end audit and annual cost report
* Assist in development and implementation of goals, policies and procedures relating to financial management, budget, accounting and payroll
* Served as Chair of monthly SIR Committee meetings
* Assist with year-end audit, annual cost report, and budget forecasting
* Handle all collection concerns
* Prepare NYS Gaming Commission quarterly reports and year end licensing
* Quickbooks Inventory Management: tracking all incoming orders, receive inventory into QuickBooks, and weekly spot checking warehouse

## March 2013 – December 2017

Owner of Relentless Mods

* Manage all aspects of Accounts Receivable, Accounts Payable and invoicing via QuickBooks
* Set up Manufacturing in order to increasing quality and quantity of our inventory
* Finished all products on a lathe
* Shot all marketing and inventory photos
* Created and maintained online Shopify store
* Stocked inventory weekly online and at our store front location
* Perform monthly account reconciliations; Ensure proper recording of new purchases and disposals
* Maintain the fixed asset and depreciation schedules
* Maintain General Ledger and petty cash account
* Handled all month end, quarter end, and year end closing processes and filing of sales tax
* Handled all year-end audit and annual cost report
* Develop and implement goals, policies and procedures relating to financial management, budget, and accounting
* Marketing products – Maintain instagram account and multiple facebook accounts & groups
* Responsible for processing the shipments of all retail and wholesale orders, both international and domestic

# Certifications

*NYS Licensed Insurance Agent: Health, Life, Auto, and Home Insurance* (November 2017)

