

Latrenda Perry
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716-253-9584
Latrenda.perry@live.com

June 7, 2018

Robert Graber
Clerk
Legislature of Erie County
92 Franklin Street Fourth Floor
Buffalo NY 14202

Dear Mr. Graber,

With the utmost enthusiasm, I would like to express my interest in the Commissioner of the Erie County Water Authority. I believe that my passion for Finance, strong commitment to customers, and interest in leading my teams make me an ideal candidate to join the Erie County Water Authority.

I would like to inquire about the possibility of openings. I am a graduate from the Medaille College with a degree in Business Administration specializing in Accounting. I have over nine years of accounting experience as both an Accounts Payable Associate as well as a Team Leader.

I look forward to contributing my skills and experiences to the Commissioner of the Erie County Water Authority and hope to have the opportunity to speak with you further about how I can be an asset to your team. I can be reached anytime via my cell phone, 716-253-9584 or by email at Latrenda.perry@live.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Latrenda Perry". The signature is written in dark ink and is positioned below the typed name and contact information.

LATRENDIA PERRY
Buffalo, NY

SUMMARY

- Nine years of experience working as a Credit Analyst and Financial Reporting.
- Expertise in financial reporting and financial modeling.
- Strong analytics background.
- Previously certified in SQL and fluent in Excel.
- Excellent communication skills.
- Local to the role and has no issues with the commute.
- B.A. Business from Medaille College.

SKILLS

- SAP, Microsoft office suite, People Soft, AS400, MS Excel (Macros, Pivot Tables, charts, etc.)

EXPERIENCE

Watson Bowman Acme – BASF

Jun 2017 - Present

Senior Analyst - Accounting Admin – Financial Reporting

- Provide collection of open accounts receivable.
- Bank Reconciliation and month end procedures
- Perform credit evaluation of new customers.
- Control recording of cash receipts.
- Maintain accuracy of cash deposits.
- Manage and maintain the accounts receivable portfolio, minimizing company risk while sustaining healthy profitable customer relationship.
- Review and approve orders as required in a timely fashion.
- Review and evaluate existing customer credit limits on a regular basis and approve or recommend increases where appropriate, with company authorization levels.
- Evaluate new customer applications for credit and approve or recommend credit limits within company authorization levels.
- Complete all work in conformance with Company and Department ISO 9001-2000 and 14001 policies, procedures, and work instructions.
- Support and adhere to all environmental, health and safety rules and regulation.

Temporary Consulting

Oct 2016 – Jun 2017

Clients: HSBC Bank / Aston Carter

Analyst / Accountant

New Era Cap Inc., Buffalo, NY

Nov 2007 - Aug 2016

Financial Reporting Analyst

- Conformed to GAAP to facilitate month-end close in bank account reconciliations including proving detail reports and bringing awareness to Senior Management in case of any inconsistency with recording information.
- Partnered cross-functionally with other associates to collect, analyze, evaluate, proofread and report data.

- Calculated commissions on a monthly basis for Sales Department and the Executive Team.
- Prepared, analyzed and distributed various weekly reports to Senior Management.
- Executed variance and gap analysis.
- Audited internal financial processes on a quarterly basis to report and discuss findings with Senior Management.

Senior Accounting Analyst

- Reviewed orders that required decision making and communicated these decisions to internal and external customers.
- Volunteered to work weekends, holidays and after hours to monitor the release of orders during Hot Market.
- Maintained an aging of 90% on Accounts Receivables including overseeing a portfolio of High Profile accounts in addition to providing monthly cash forecast.
- Trained new staff, provided guidance to less experience credit analysts including substituting the Credit Manager while on absent.
- Reviewed new credit applications, financials, Dun and BradStreet, credit references to recommend credit lines and/or determine if more information was needed to set up new accounts.
- Effectively assessed credit risk and (current and potential) client viability, analyzing financial statements and cash flow of customers.
- Performed (quantitative and qualitative) analysis of requests for lines of credit.
- Provided customer service support and professional financial guidance.
- Prepared written credit-approvals and denials.
- Implemented Standard Operating Credit Procedures for new acquire businesses.
- Followed up contact to negotiate, set repayment schedules, settled discrepancies with invoices, issue credit memos and application of payments.
- Evaluated past due accounts to determine credit worthiness, place accounts on credit hold based on credit procedures and prepared severely delinquent accounts out for Collections.

Accounting Analyst

- Reviewed orders that required decision making and communicated these decisions to internal and external customers.
- Maintained an aging of 90% on Accounts Receivables including overseeing a portfolio of accounts for Territories located in the United States in addition to providing Cash Forecast.
- Reviewed new credit applications, financials, Dun and Bradstreet, credit references to recommend credit lines and/or determine if more information was needed to set up new accounts.
- Followed up contact to negotiate, set repayment schedules, settled discrepancies with invoices, issue credit memos and application of payments; in addition to resolving chargebacks.
- Evaluated past due accounts to determine credit worthiness, place accounts on credit hold based on credit procedures and prepared severely delinquent accounts out for Collections.
- Effectively assessed credit risk and (current and potential) client viability, analyzing financial statements and cash flow of customers.
- Performed (quantitative and qualitative) analysis of requests for lines of credit.
- Provided customer service support and professional financial guidance.
- Prepared written credit-approvals and denials.

Meritain Health, Amherst NY
Accounting Analyst

Aug 2005 - Nov 2007

St. Augustine Center, Buffalo NY
Accounts Payable Specialist, Patient Billing Clerk, Payroll Clerk

Jun 2003 - Aug 2005

EDUCATION

B.A, Business
Medaille College

2005

SQL Certification, 2005