

KRISTIN PIOTROWSKI

STAFF ACCOUNTANT

CONTACT DETAILS

Email: kristin.piotrowski@outlook.com

LinkedIn: [linkedin.com/in/kristinpiotrowski](https://www.linkedin.com/in/kristinpiotrowski)

Location: Phoenix, AZ

PERSONAL SUMMARY

I am a collaborative Staff Accountant with a passion for process improvement and professional development. My experience is in both accounts payable and accounts receivable functions, but I am interested in learning more about financial reporting and analysis. I am dedicated to providing accurate and clear information to stakeholders.

ACCOMPLISHMENTS

- Created and implemented multiple SOPs for both accounts receivable and payable tasks
- Assisted in the interview and selection process for 3 roles in the accounting department
- Automated B2C invoicing, conserving between 2-4 hours of time each day

REFERENCES

·Contact for references

PROFESSIONAL CAREER

STAFF ACCOUNTANT

Sportiqe Apparel Co. | July 2019 - Present

- Maintained both AR and AP processes
- Filed monthly, quarterly, and yearly sales tax
- Assisted in inventory management through month-end reconciliations
- Developed necessary improvements to current processes and created standard operating procedures for internal and external vendors
- Created and participated on a professional development committee.

ACCOUNTS RECEIVABLE COORDINATOR

Sportiqe Apparel Co. | January 2019 - June 2019

- Executed the tasks assigned as an Accounting Clerk to a higher standard
- Represented the accounting team in weekly sales meetings
- Established procedures relating to customer onboarding, credit memo requests, and collections

ACCOUNTING CLERK

Sportiqe Apparel Co. | January 2018 - December 2018

- Entry-level role focused on Accounts Receivable
- Entered daily invoices for both B2B and B2C clients
- Managed customer payments and collections
- Facilitated the customer on-boarding process and maintained customer records

EDUCATION HIGHLIGHTS

ARIZONA STATE UNIVERSITY

BS Accountancy | Certificate in International Business
Tempe, AZ

ALLIANCE MANCHESTER BUSINESS SCHOOL

Semester Exchange | University of Manchester
Manchester, UK

SKILLS AND EXPERIENCE

Accounts Receivable	1099 Filing
Accounts Payable	Journal Entries
Collections	Month End Close
QuickBooks	Inventory Management
Process Improvement	Training
Credit Checks	Project Organization
Microsoft Office and Google Suite	Research
Customer Service	Teamwork
Sales Tax	Professional Development