

Christina M. Zeigler
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Software & Technical Skills

Microsoft Access, Excel, Outlook, Power Point, Publisher, and Word, ADP, Paychex/ Paychex Flex, Trueshift, Report Smith, Dun & Bradstreet, ACT, QuickBooks Premier and Pro, Peachtree, Sage MIP Fund Accounting, Photoshop, Labelview, Infomaker, MAS 90 & 500, Internet Explorer, InvesTier, Lotus Notes, LPS, Sage Business Works, and Adobe.

Education

2010 LaSalle University, Philadelphia, PA
Major: Accounting Bachelors of Science- Business Administration/ Accounting

Experience

2016- Present **BTC Foods, Inc./ Betty the Caterer Senior Accountant**

- Responsible for entering all invoices into Peachtree for BTC and back up for Betty the Caterer.
- Manage and process payroll for all BTC employees and contract worker or temporary employees and back up for Betty the Caterer.
- Daily activities include handling all delivery slips for month end billing process and food costing.
- Back up for answering calls and provide service for clients and/ or staff.
- Responsible for monitoring food and paper goods costing and report any anomalies to owner.
- Review and process all month end invoices for distribution to all clients.
- Responsible for all Accounts Receivables and check depositing to bank accounts.
- Assist with Chef's Specials and other special projects assigned.
- Responsible for all new hires paperwork and making sure all tax information is documented properly.
- *(Part-time only)* Attend and serve as wait staff and/ or bartender at catering events. Responsibilities include but not limited to: setting up displays and liquor, serving guests meals and drinks, paying close attention to client's needs and requests, clean up, and special assignments as needed.

2012- 2016 **Chemson Inc. Senior Accountant/ Inside Sales Coordinator**

- Responsible for performing routine accounting activities, processing all sales orders and invoices, maintenance of general ledger, preparation and processing of accounts payable and accounts receivable, delinquent account collections and maintenance of customer and vendor databases.
- Support shipping/ receiving department with daily LTL shipments and the office with routine administrative duties such as mail sorting and distribution, correspondence and light filing.
- Responsible for reconciling monthly credit card statement, consignment report including but not limited to verifying inventory usage, price, and prepare invoices.
- Other duties include inputting all raw material inventory receipts into proper warehouses, maintain accurate receipts report, and responsible for inputting, processing, and routing senior management expense reports to Board of Directors for approval.
- Manage all office and accounting functions including but not limited to preparation and review of Federal, State, and Local income tax returns, process regulatory disbursements and filings for State Taxes, Licenses and Fees and various other regulatory, statistical/experience reports on a timely basis to avoid or minimize fines, penalties or administrative actions.
- Responsibilities include A/P, A/R, monthly reconciliation, month-end close and financial statement preparation.
- Create and post daily/ monthly general journal entries into accounting software.
- Prepare monthly analysis of financial performance of business segments.
- Duties include general human resource functions, office support, and customer service.
- Follow-up collection efforts on high-volume delinquent accounts (90-120 days).
- Invoicing duties include generation and issuance of daily invoicing for all business units within the company and any billing reporting required by our customers.

- Duties include modifying existing billing and inventory systems to facilitate a more streamlined process and improved management reporting.
- Enter and process all purchase orders, invoices, bill of lading, and packing lists.

2010- 2012 **Bank of New York Mellon AIS Senior Hedge Fund Accountant II**

- Ensure all trades are timely and accurately input into the appropriate client portfolios on a daily basis.
- Ensure timely and accurate processing of subscriptions and redemptions to client portfolios.
- Check accruals: Ensure accruals are being checked and properly posting to the portfolios on a daily basis. Cash and position reconciliation: Ensure cash and positions shown in the AIS portfolio system are reconciled to the client and/or the prime broker statements.
- Corporate action processing: Ensure all corporate actions that have occurred are properly reflected in the client portfolios. Book portfolio expenses: Ensure all expenses are accurately booked to the appropriate client portfolios. Ensure all securities are priced using an approved pricing service.
- Ensure all securities pricing is validated and verified using approved sources.
- Perform reconciliation on all payables and receivables: Ensure payables and receivables are reconciled on a daily basis. Exceptions are to be noted, researched and resolved in a timely manner.
- Research and resolve discrepancies: Ensure all portfolio discrepancies are researched and resolved in a timely and accurate manner.
- Other responsibilities: Prepare month-end portfolio. Interact with brokers on trade activity as needed.
- Prepare outgoing wire transfers. Direct client contact. Assist in reviewing investor statements. Assist in reviewing month-end portfolio statements for completeness and accuracy. Understand the overall direction of the AIS business and the relationship of these goals to the overall strategy of The Bank of New York Mellon.

2008- 2010 **North, Inc. WIC Senior Accountant**

- Responsibilities include preparing and entering month-end journal entries.
- Payroll processing using ADP and reconciliation of all bank accounts.
- Preparation of budget and maintaining compliance standards related to accounting functions.
- Preparation of tax information for 1099's and assists with preparation for annual audit.
- Pay organizational bills and administer weekly reimbursements, including check disbursement.
- Manage organizational cash- including bank deposits, withdrawals, and petty cash.
- Develops and update procedures required to efficiently manage the financial activities.
- Ad-hoc reports as needed.

2000- 2008 **GE Capital Data Validation Analyst**

- Review railroad, draymen, and terminal data to identify what needs to be done to correct the data error.
- Contact railroad terminals including CSX, BNSF, CP, and other railroads, drayman carriers and End Users to secure information necessary to correct the record.
- Identify ways to reduce the number of records requiring manual correction.
- Identify inquiries that are outside the Analyst's Scope of Authority and refer the record to the proper source for resolution.
- Remain current on changes in procedures and assure compliance with policies and regulation.

Certifications

- Six Sigma Training
- Credit Analysis provided by Dun & Bradstreet Certification
- Incident Report Certification
- Advanced Anti-Money Laundering Certification
- Code of Conduct Certification
- Ethic Training- Ethical Conduct Certification
- Insider Trading Certification
- Information Protection and Classification Standards Certification
- Privacy Practice for Protecting Information Certification