

Erin McEntire

Education

University of North Carolina at Charlotte

Bachelor of Science
Accounting, Finance-RMI Charlotte, NC

Pursuing a degree in Accounting, along with a degree in Finance concentrated in Risk Management & Insurance, and a minor in Management Information Systems; Estimated graduation: Spring 2011

Have completed 15 hours of accounting coursework including intermediate level

Have completed course project in Peachtree accounting software

Currently in intermediate level Spanish

Experience

Keller Building Products

January 2008 - Present *Accounts Payable/Receivable Clerk* Harrisburg, NC

- Responsible for accounts payable and receivable in addition to previous job duties
- Responsibilities in accounts payable include matching invoices and entering invoices in a timely manner, obtaining credits when needed, researching as necessary, upkeep of payables files, frequent contact with vendors, processing subcontractor bills, checking statements and resolving disputes over payments
- Responsibilities in accounts receivable include billing of customers when job is complete, issuing credit as necessary, generating statements, matching labor costs with jobs, resolving disputes over billing, upkeep of pending and unpaid files and frequent contact with customers
- Strengths: prioritizing to get duties done in a timely manner; organization; oral and written communication with coworkers, customers and vendors; able to help others and keep things moving efficiently
- Experience with Mas90 on a daily basis in both accounts payable and receivable; knowledgeable in Excel, Word, and Outlook; some experience with Power Point

Keller Building Products

July 2006 - Present *Administrative Assistant* Harrisburg, NC

- Responsible for answering phones, fielding calls, and upkeep of customer relations
- Responsible for filing all jobs and related paperwork, and maintaining and organizing existing files
- Responsible for Accounts Receivables assistance, and Payables when necessary
- Responsible for credit applications and credit references
- Responsible for ordering and stocking office supplies
- Responsible for various other office duties

The Home Depot

August 2004 - December 2006 *Sales Associate* Charlotte, NC

- Responsible for excellent customer service
- Cross-trained in several departments
- Responsible for upkeep of presentation of product

- Responsible for profit and loss report for paint department

Pal-A-Roos

February 2004 - August 2004

Assistant Teacher

Huntersville, NC

- Responsible for assisting Lead Teacher in any classroom duties

Volunteer Work

Lawyers Station Homeowner's Association

January 1, 2009-Present

Treasurer

Mint Hill, NC

Responsible for maintaining Quickbooks system for HOA, receiving checks, creating statements, responding to requests from homeowners, cutting checks and creating financial statements.

Sigma Alpha Lambda, UNCC Chapter

September 1, 2009-Present

Treasurer

Charlotte, NC

Responsible for holding monies raised, giving monies raised to President for use by SAL, participating in volunteer opportunities associated with SAL.