

A m a n d a S t o n e

...Energetic...Dedicated...Dependable...

(517) 529-8730

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19612 Homer Road
Concord, Michigan 49237

Seeking Position As:

Financial Professional

Accounting ✕ Controller ✕ Management

Conscientious, personable, energetic Financial Professional with 15+ years experience that encompasses Project and Document Management, Analysis and Public Relations. Motivated self-starter who's earned a reputation for being proficient, hardworking and reliable.

- ✕ Operations Management
 - ✕ Participant Recruitment
 - ✕ Team Building/Leadership
 - ✕ Problem Solving
 - ✕ Oral and Written Communications
 - ✕ Key Account Management
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Professional Experience

Republic Bank (Citizens Bank)

1990-2007

Accounting Manager-Officer

Lansing, MI

- ✕ Oversaw accounting department functions including, accounts payable, payroll processing, mortgage loan accounting and assisted in month end closings.
- ✕ Supervised staff of 5 with responsibility for monthly accountabilities, yearly performance reviews, including raise recommendations, training, and hiring/firing recommendations.
- ✕ Reviewed and analyzed variances prior to month end close; prepared month end accruals and reconciled key general ledger accounts, researching outstanding items to ensure proper allocation.
- ✕ Delivered cost savings associated with market-making operations; spearheaded introduction of significantly improved customer service order routing project.
- ✕ Assisted with internal and external audits; provided sound accounting procedures and practices to other departments.

Education and Technical Skills

Jackson Community College

1986-1989

Jackson, MI

Associates Degree, Accounting

Microsoft Office ✕ Ten Key Calculator ✕ Computerized Accounting Systems

**References Gladly Provided Upon Request*