

Leshan Richards

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OBJECTIVE

Currently seeking a position with a growing organization where I can utilize my organizational, communication, interpersonal and analytical skills.

EXPERIENCE

07/2008-present

Sheltering Arms Children and Family Services
Claims/Receivable Supervisor

New York, NY

- Responsible for overseeing claims department to ensure monthly claims, drawdown and expenses are generated submitted in a timely manner.
- In coordination with the Controller, helped create and implement new procurement, new claiming policies and procedures, which helps the agency account for costs more accurately, reduce the risk of audit findings, disallowed expenses and ensures reimbursement is achieved in a timelier manner.
- Coding receivables for payments for monthly claims.
- Prepare vouchers, expenditure, and variance reports for internal and external managers.
- Develop monthly detailed expenditure reports for Fiscal and Program Directors.
- Ensure funds are properly expended ensure adequate expenditures.
- Prepare and post journal entries for monthly closings.
- Assist in organizing and overseeing independent annual, city, federal and government audits from funding sources.
- Records monthly program revenue and tracking of receivables.
- Reviews and approves all accounts payable expenses to be claimed in financial system to ensure accurate coding before data entry of expenses for check processing.
- Prepare budget modifications for funding contracts to ensure program is expensing monies accurately in a timely manner.
- Responsible for monthly vouchering for city, state, federal and government contracts.
- Prepared A-133 audit schedules for contract programs
- Performs other related duties as assigned.

02/2008 – 06/2008

United Teachers of Dade County
Accounting Clerk

Miami, FL

- Inputted, batched and disbursed Accounts Payable.
- Assisted payroll manager with bi-weekly payroll processing and prepared and posted bi-weekly payroll entries.
- Assisted in organizing and overseeing independent annual audit.

02/2001 – 12/2007

United Cerebral Palsy
Accounting Clerk

Miami, FL

- Performed monthly billings, claims, journal entries and analysis for government contracts.
- Inputted, batched and disbursed Accounts Payable.
- Complete monthly bank reconciliations for various bank accounts.
- Assist in organizing and overseeing independent annual audit and audits from government funding sources.

EDUCATION
2004 - 2007

Miami Dade College
Associate in Arts

Miami, FL

08/1996 – 06/1990

Hialeah-Miami Lakes Senior High School
High School Diploma

Miami, FL

SKILLS

- Profession in: Fund-EZ; QuickBooks; Lawson; Microsoft Office, Excel and Financial Edge

References furnished upon request