

John R. Paloscio

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Summary Experienced Accounting professional with strong technical background, and strong communications. Over 15 years of proven skills in accounting and financial systems. A dedicated and hardworking team player with exceptional attention to detail.

Skills

- Experienced in Oracle/PeopleSoft, FAST, GEMS, and Liberty
- Prepared financial statements
- Experienced in analysis, balance sheets, depreciation, and collections
- Strong customer/vendor relations
- Ensures accurate and timely reporting
- Utilizes data mining of financial data bases
- Excellent Organizational Skills
- Excellent time management skills
- Computer Proficient
- **Software Proficient:** MS Word, Excel, Outlook, some Access, Adobe Photoshop
- **Financial Systems:** Oracle/PeopleSoft, FAST, GEMS, Liberty, FAMIS, ADPICs, AIMS, Macola, FoxPro, some QuickBooks

Experience **University of South Florida (USF)** *2010 - Present*
Travel and PCard Compliance
Accounting Specialist OPS

- Add non-employees to GEMS
- Reassign and split charges between Wallet and PCard
- Process ad hoc delegates requests, such as: travelers names lists, GEMS ID's, etc.
- Assist clients in FAST travel navigational processes and procedures
- Audit PCard for compliance
- Audit Travel Receipt Package submissions for compliance
- Run ad hoc transaction history for unapplied PCard charges
- Update database tables in FAST for Lodging, Meals, and per Diems for foreign locations
- Append receipts for Liberty Scanning and archive designated folders for Travel and PCard receipts and correspondence

2005 – 2010

Hillsborough County
Board Of County Commissioners (BOCC)
Accounting Clerk III – Water Department

- Processes high volume payments and reconciliation of water usage, reclaimed water, and waste usage directly with customers
 - Reviews and reconciles unidentified payments for proper account charges, distribution of payments across multiple accounts with multiple addresses for large companies
 - Prepares and process ACH payments and Lock Box exceptions
 - Communicates with customers timely and accurate pending alerts prior to termination
 - Performs daily batch reporting and posting of daily customer payment receipts using the AIMS system, and Crystal reports.
 - Investigates and resolves out-of-balance issues
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Health and Social Services (HSS)

1997 – 2005

Accounting Clerk III – LIHEAP GRANT

- Processes financial reports for 5 Neighborhood Service Centers
- Data mined information using various systems to generate demographic reports
- Interacted with sites managers with specific and responsible action budget items
- Extracted financial information from internal systems and prepared Excel spreadsheets for resolution with NSC management
- Controlled spending for NSC managers to avoid overspending grant
- Provided interdepartmental and external support related to billing issues and administrative matters
- Analyzed demographics for populations of 0-5 yrs old, over 60, and handicapped.
- Prepared budget reports and graphs for directors presentations and reporting
- Prepared detailed monthly CSBG expenditure/budget projection report for five sites by sub-object.
- Prepared professional graphs for (LIHEAP, CSBG, HUD, DACCO, etc.) for the Community Action Board's annual report.

Accounting Clerk I/II – Accounts Payable/Purchasing

1995 – 1997

- Approved and processed payment requests and change orders
- Sorted and distributed Purchase Orders and FPO's.
- Matched vendor invoices to respective PO's, BPO's, and FPO's
- Verified and entered commodity codes to FAMIS and Advanced Departmental Inventory Control System for authorization of payments and tracking
- Performed 3-way match of PO, FPO, DP's for payment in ADPICS and FAMIS.
- Processed vendor invoices in FAMIS and resolved payments discrepancies

Arbitration Forms Inc.

1984 – 1994

Billing / Accounting Manager

Supervised accounts Receivable and Accounts Payable clerks. Maintained daily cash flow analysis. Prepared and updated Deprecation schedules, Prepared Journal Entries, Prepared payroll accruals.

- Managed billing and collections department.
- Planned and implemented computer automation of accounting system.
- Developed customize billing reports across systems
- Responsible for monthly billing of over \$500K+.
- Reconciled 3 major bank accounts, monitored money market, treasury bills, CD's.
- Prepared monthly aging invoice reports.
- Prepared P/L statements, fixed assets, and depreciation schedules.
- Performed all Collection services and follow-up.
- Prepared annual evaluation for staff of 5.

Education

B.S. Public Accounting
Mercy College, White Plains NY

Associates Degree in Accounting
Westchester Community College, Valhalla NY

Other Training

Oracle/PeopleSoft Training
Liberty Scanning
Travel Training
MS Word, Excel, Access, Powerpoint
