Deathra Shipley

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Objective
A position in Accounts Payable/Receivables/Accounting Support/Customer Service was emphasizing over 30 years of proven skills and experience.

Skill Areas

- Accounts Payable
- Blackbaud Financial Edge/NXT
  Accounting System
- General Office Equipment

- Customer Service
- Blackbaud Raiser Edge/NXT
  Fund Raiser System
- Computer Spreadsheets

- Records Management
- Accounts Receivable
- Records Management
- Financial Statements

- Payroll Accounting

Career Summary

- Strong Supervisory Skills
- Working knowledge of Microsoft Word, Excel, Access, PowerPoint, Publish
- Working knowledge of Outlook
- Working knowledge of Quicken Deluxe 2002
- Able to develop long-term working relationships with colleagues and customers
- Quick learner; independent; works will within a team environment
- Hard worker with a positive attitude and enthusiastic nature

Professional Experience
Accounting Assistant

- Verify timesheets and timecards and process Payroll for over 120 employees
- Train Urban Seniors Job Program trainee on daily function in accounting
- Pull and analyze reports for Accounting Manager
- Conduct trainings for Urban Seniors Jobs Program orientation
- Process checks and to ensure they are matched with invoices and mail.
- Process all deposit and ensure that they are deposit at the bank
- Process all copier and postage reads and key data in to spreadsheet each month
- Enters finalized cash receipts
- Accounts payable for entire company
- Open and Close building when necessary
- Assist in Special Event and projects and personnel as needed

Executive Secretary
Louisville Urban League

- Report directly to the President/CEO
- Record all minutes for Board of Directors & Executive meetings
- Speak at Special events on the CEO's behalf
- Work closely with Board of Directors
- Campaign coordinator for Metro United Way and Fund for the Arts
- Coordinator of all employee functions
- Ordered supplies, maintained service request for copiers, postage machine
- Scheduled meeting rooms for entire staff and all Louisville Urban League Partners, and maintain facilities agreements with partners and collected rental fees.

- Met with clients in person, regarding renting rooms
- Represented; Louisville Urban League on occasion with JCPS out of school time meetings

Senior Operations Specialist
Chase Bank formerly Bank One, Liberty National Bank) Chase Bank Louisville, KY 1999-2003
- Verified and Processed 100 to 500 invoices daily
- Imported all payments into Excel, and Access spreadsheets
- In a team effort department save the Bank 2.9 million dollars due to incorrect invoices
- Portfolio for payments of over 100 million dollars.
- Quality daily Audits of all invoices for proper signatures

Information Specialist
Bank One Corporation Louisville, KY   1999 – 2003
- Verified and manually keyed in 200 to 300 invoices daily
- Wrote training manuals for department for my position
- Team effort to help with transition of manually keying invoices to being keyed electronically
- Work with off-site storage company to make sure vital records was stored properly
- Part of transition team that reported department "Quality Control Standards" to CEO daily
- Research & maintenance loan accounts and made monetary and not monetary correction on accounts through Lotus Approach System
- Monitored request through the approach system to ensure all "Out of Service Dates" were met
- Ensured quality standards were met for the department.

Customer Service Unit Leader
Liberty National Bank Louisville, Kentucky 1994 – 1996
- Trained new employees on the extended hour team
- Daily Supervision of the extended hour team up to 40 in the absent of Customer Service Manager
- Ensured that telephones were properly staffed to meet Bank Standard requirements
- Manage maintenance preformed on accounts per bank regulations

Education
Bellarmine University
Bachelor's in science commerce with Emphasis on Accounting

Sullivan University
Associate of Science in Business,
Accounting & Business Administration