

Krystal Neff

Accounting & Financial Management Specialist

Profile

Analytical, organized and detail-oriented accounting specialist with over a decade of GAAP expertise and accounting experience. Driven to excel at every task and fosters a deep love of learning. Collaborative, customer focused team player with ownership mentality and a history of delivering strategic solutions to resolve challenges, promote efficiency and support auditing requirements by providing thorough documentation and data. Planning, reconciliation, problem solving, and auditing are a few of my greatest strengths.

Key Skills

GAAP
Auditing
Reconciliation
Accounts Payable
Accounts Receivable
Cost Accounting
Customer Service
Financial Reporting
QuickBooks
Banner Finance
HokieMart
MS Office Suite (focus on Excel)
Excellent oral and written
communication
Organized, diligent, & team player

Experience

July 2016—March 2018

In-house Bookkeeper • Jeff Ligon Builder, Inc. • Blacksburg, Virginia

Bookkeeper for a foundation / concrete company. Maintained all financial books, tracked expenses, cost accounting, invoicing, collections and customer correspondence. Oversaw payroll, accounting schedules- including accounts payable, accounts receivable, fixed assets, depreciation and inventory. Assisted with tax statements and worked closely with tax accountant for business financial reporting.

September 2013—June 2016

**Accounts Payable – Travel Analyst / Program Administrator BOA
Travel card / Travel Agency Reconciliation Specialist
• Virginia Tech – Controllers Office • Blacksburg, Virginia**

Accounts Payable -Travel Analyst duties:

Utilized Banner Workflow & Imaging system to audit travel voucher reimbursements, ensured compliance with internal policies and interpreted/ applied state, federal and immigration regulations, keyed payments into the Banner Finance Accounting System. Demonstrated ability to work independently, or as a team player.

Bank of America Travel Card, Program Administrator duties: Managed/ provided all servicing / system administration of travel card program: applications, cancellations, limit increases, customer inquiries, etc.

Activities and Interests

Reading
Human physiology / psychology
Strength Training / hiking
Music
Family

Education / Certifications

June 2014
MS Office Specialist Certificate •
Virginia Tech Polytechnic Institute
and State University

Excel Intro, Excel Intermediate,
Excel Advanced
PowerPoint Intro, PowerPoint
Advanced
Word Advanced

Administered / certified completion of state regulated cardholder training for all cardholders. Allied Payroll to initiate payroll deductions to settle delinquencies. Partnered with BOA and State of VA D.O.A. admins to resolve disputes, approvals, etc. Created / implemented new electronic filing system for cardholder documents / records. Reporting- Executed / assessed delinquency reports, transaction reports, VT termination report vs. cardholder listing, monthly active cardholders, imported / created various charts, reports and maintained cardholder records in MS Excel.

Travel Agency Reconciliation duties: Reconciled Travel Agency credit card accounts against purchase orders and VTF funds, billed VTF, posted payments for travel agency PO's, imported / audited bank records, compiled reconciliation packet, created several MS Excel spreadsheets, pivot tables and electronic filing for travel agency recon records.

April 2013—September 2013

Tax Technician • Montgomery County Treasurers Office •
Christiansburg, Virginia

Processed tax / county payments, data entry, reconciliation, collections, assisted taxpayers, agencies / depts. Demonstrated confidentiality, interpreted / applied federal, state, and local tax regulations (including nonresident regulations).

October 2006—April 2013

Loan Ops Post Closing & Funding Specialist • Teller • F.N.B. /
StellarOne Bank • Blacksburg / Radford / Christiansburg, Virginia

Loan Ops Post-Closing duties: Auditing- Processed loans, modifications, renewals and real estate loans. Verified accuracy of borrower info, compiled docs for final closed loan package, documented QC audit reviews on all loans. Reporting- Delivery of loan packages, Workload Report, and loans completed into MS Excel logs. Audited / mailed / recorded Deeds of Trust certified for recording. Funding- Dispersed and funded loans, posted payoffs internally / externally, processed monetary / general ledger tickets. Delivered excellent communication and execution of services to internal partners for research, loan documentation, fees, exceptions and maintenances. Implemented all job-relevant legal and regulatory requirements. Demonstrated extreme confidentiality.

Vault Teller duties: Promoted bank services / products, customer transactions, reconciled branch general ledger accounts, oversaw ordering / logging of cash inventory, shipments, managed supply of cash for teller team. Utilized 4Sight Imaging system to image work and research discrepancies. Established rapport with diverse range of customers and internal partners.