

SHARON REDER | ACCOUNTANT

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PROFESSIONAL EXPERIENCE:

Ms. Reder's background includes over 25 years of experience in accounting and financial fields with special focuses on payroll, accounts receivable, accounts payable, invoicing, general ledger and debt schedule maintenance, and taxation.

EDUCATION, TRAINING, AND CERTIFICATIONS:

- BS, Business Administration--Grand Valley State University
- AA--Muskegon Community College

PAST EXPERIENCE:

WALSH SERVICE SOLUTIONS, LLC |

KALAMAZOO, MI

2017 - PRESENT

SLEEP CARE SUPPLIES AND EQUIPMENT |

PORTAGE, MI

2013 - 2019

SUPPLIES SALES SPECIALIST. Main responsibilities included: Managing the weekly schedule of sales and shipments of supplies to customers. Preparing billings to numerous insurance companies, focusing on accuracy and compliance. Reconciled cash activity daily. Managed inventory to appropriate levels based on anticipated sales levels.

CAREGIVER

2009 - 2013

Sabbatical to be a stay-at-home parent.

MIDWEST EMPLOYER SERVICE | PORTAGE, MI

2004 - 2009

ACCOUNTANT. Processed payroll on a weekly and bi-weekly basis for small and large companies. Assisted in weekly, monthly, and yearly filings and remittance of payroll taxes to local, state and federal agencies

CAREGIVER

1995 - 2004

Sabbatical to be a stay-at-home parent.

STRUCTURAL CONCEPTS CORPORATION |

MUSKEGON, MI

1991 - 1994

ACCOUNTING SUPERVISOR. Preparation of monthly and annual financial statements. Supervised all aspects of the Accounts Payable and Accounts Receivable functions. Reconciliation of all general ledger accounts. Prepared daily Cash Management reports. Maintained Fixed Asset database for depreciation calculations and property tax returns.

SPX CORPORATION | MUSKEGON, MI

1985 - 1991

ACCOUNTANT. Assisted in preparation and analysis of departmental budgets. Preparation of property tax returns. Preparation of state and federal payroll tax returns. Maintained capital project and fixed asset systems. Cash flow reporting to treasury department.

RESPONSIBILITIES

- Responsible for driving a safety culture
- Maintain all aspects of financial reporting and accounting
- Same day invoicing to customers for goods and services
- Cash flow projections
- Sales tax filing
- Ensuring payments to vendors are within terms