

MELISSA J. DOLINGER

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Summary: Finance Department Generalist with a focus in Accounts Payable. Experienced in a high volume, high stress office, working with changing priorities and juggling competing tasks and assignments. Working in a cash constrained environment, maintained good relations with vendors by being professional and honest in my dealings with them. Dedicated to my employer with long tenure at each job I've had.

Experience:

TMD Friction, Inc., Dublin, Va.

Accounts Payable Specialist

March 2000 to Present

Full charge responsibility for the Accounts Payable function, from coding and entering vendor invoices, researching vendor accounts, interacting with vendors regarding account issues, preparing checks and wires for payment, General Ledger reconciliations and journal entries for accruals. Dealt in foreign currencies, audited employee expense reports, reconciled credit card statements, and petty cash responsibility. Perform other Finance Department tasks as needed, including preparing bank deposits, posting customer payments, auditing freight, and account analysis.

I maintained good professional relationships with my vendors even through times when cash was restricted, and felt that my input on prioritizing the cash disbursements that were made was of high value to the company. Known for being mindful of the company's interest when auditing expense reports, credit cards, etc.

Used SAP and Symix operating systems, Excel and Word.

Plymouth, Incorporated, Radford, Va

Accounts Payable Clerk

January 1992 to March 2000

Full charge Accounts Payable responsibilities including matching, coding, entering, and filing of all vendor invoices. Printing checks and strong knowledge of general ledger. Closing and running month-end and year-end routines. I was the first person to go "live" on the new computer system. Also have experience working with EDI and worked for the IT department during absences/vacations running and distributing reports plus backing up the daily information to tape.

New River Castings Company, Radford, VA

Accounts Payable Expeditor

Purchasing Clerk

April 1987 to January 1992

Full charge Accounts Payable responsibility including matching, coding, keying, and filing of vendor invoices, printing checks and researching and reconciling vendor accounts.

My first experience working in a cash constrained environment, worked closely with controller in determining who got paid, and then interacting with the vendors.

Worked closely with Corporate Finance and MIS in consolidating and moving the Accounts Payable function to a centralized location.

Promoted from Purchasing clerk where duties were mostly clerical, but some increasing responsibility for tracking inventory and placing orders with vendors.

Experience, continued:

Xaloy, Incorporated, Pulaski, VA

Office Assistant

September 1982 to April 1987

Worked primarily in the purchasing department and was backup receptionist. Responsible for sorting and distributing incoming mail. Typed all purchase orders, filed receivers, expedited and called on all overdue items. Responsible for entering inventory used daily. Receptionist duties included greeting visitors, answering multi-line switchboard and various task for Office Manager.

Education:

New River Community College, Dublin, VA

A.A.S. Accounting, Graduated May 2006 Cum Laude

Microsoft Excel Intermediate Skills

Pulaski County High School, Dublin, VA

Graduated June 1983

Personal:

I am married to Michael Dolinger and have two grown children. I am a lifelong resident of the New River Valley and enjoy photographing the mountains in the fall. Baseball happens to be my favorite sport with the Cincinnati Reds being my favorite team. We recently adopted our cat, Sadie, from the Humane Society.

References:

David Pynn, Controller
TMD Friction, Inc.
3994 Pepperell Way
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540-230-3840 (cell)

Lynne Smith, Regional Controller
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