

WILLIAM CAMMON

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More than 20 years of experience in clerical accounting, auditing, management and customer service, as well as a history of achieving objectives in a professional, focused and expedient manner.

EXPERIENCE

AUGUST 2020 – JANUARY 2021

AUDIT SPECIALIST, NAN MCKAY & ASSOCIATES (CARES ACT PROJECT HIRE)

- Responded to South Carolina grant applicants for COVID-19 relief funds (for counties, state agencies, municipalities, hospitals, schools, etc.) regarding all aspects of their grant funding applications – which included reviewing necessary documentation and explaining key processes and requirements in detail to assure applicant understanding and compliance
- Reviewed applicant submissions to verify that all expenses were eligible for reimbursement according to protocols established by Coronavirus Relief Fund Grant Management Services assessment, processing and administration guidelines (via U.S. Department of Treasury)
- Submitted approved applications through internal workflows for review by designated managers and supervisors, and, if necessary, requested additional documentation to supplement the required copies of 2020 annual budgets and expenditure reports, payroll schedules, invoices, receipts and contracts
- Determined if applications complied within eligible time period, whether expenses were accounted for within the annual budget, and if a duplication of benefits existed (i.e., FEMA grants)
- Maintained thorough documentation according to required project and organization structures

JANUARY 2020 – FEBRUARY 2020

ACCOUNTS PAYABLE CLERK (TEMPORARY), MIDWEST PROVINCE OF THE SOCIETY OF JESUS

- Performed full-cycle AP processing of vendor invoices (for expenses of Jesuit clergy), from data entry to printing and posting of checks for delivery (upon approval and signature of designated financial officers)
- Processed ACH payments of vendor invoices
- Created and uploaded weekly check registers to organization bank
- Maintained vendor files according to fiscal period

APRIL 2016 – DECEMBER 2019

RAILROAD ACCOUNTS PAYABLE CLERK, US SILICA

- Received and processed railroad freight invoices, in JD Edwards via shipment data and purchase order matching in the AP system, or manual remittance (upon approval by designated AP managers)

- Responsible for month-end accounts closure process regarding assigned railroad freight vendors and reviewing liability issues
- Precise reconciliation of accounts
- Resolved remittance issues while in communication with vendor representatives
- Acquired confirmation of correct rates for invoices prior to payment processing
- Determined validity of invoices if accrual discrepancy issues existed, through consultation with AP management and requesting correct data from the vendors

MARCH 2003 – MARCH 2016

RAILCAR ACCOUNTS ANALYST, *GE RAILCAR SERVICES*

- Performed and tracked processing of railcar services payments
- Prepared invoicing to railroads for damaged GE cars
- Updated storage and maintenance data files GE-owned railcars
- Set up new vendor accounts in the AP system
- Created purchase orders of maintenance fees
- Resolved various remittance issues with railroads and railcar storage and repair facilities

June 2001 – February 2003

SALES ACCOUNTING ASSOCIATE, *ART INSTITUTE OF CHICAGO MUSEUM SHOP ADMINISTRATIVE OFFICES*

- Performed sales audit of daily museum shop purchases
- Processed payment of trade invoices for merchandise sold in-store
- Resolved customer purchasing issues – *i.e.*, charge card disputes and sales/ledger reconciliation

SEPTEMBER 1997 – JUNE 2001

DEPARTMENT MANAGER, *ART INSTITUTE OF CHICAGO MUSEUM SHOP*

- Supervised sales associates and prepared daily schedules
- Tracked and replenished inventory and supplies
- Managed seasonal exhibition shop
- Fulfilled customer service requests
- Oversaw daily opening and closing procedures

EDUCATION

B.A., ENGLISH LITERATURE, *AUGUSTANA COLLEGE – ROCK ISLAND, IL*

SKILLS

- Proficiency with Word, Outlook and Excel, as well as JD Edwards, Great
- Strong customer service background

Plains, Business Objects, Cisco and Adobe Acrobat, Salesforce

- Excellent oral and written communication skills

- Ability to multi-task
- Ability to complete high-volume assignments in a prompt manner