

# Rosetta G. Williams

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## PROFESSIONAL SUMMARY

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- Highly experienced Accountant Assistant/ Clerk in both for profit and non profit arenas
- Proficient in MS Office Suite (Word, Excel, Power Point, etc.)
- Supported diverse teams of professionals in a variety of competitive industries, cutting edge markets, and fast-paced financial environments
- Perform several areas of invoicing including check processing
- Possess strong technical and business qualifications with an impressive track record
- Expertise in Bookkeeping skills, depository banking, auditory execution, intricate account reconciliations
- Developed systems for data collection, reporting criteria, researches, and compiled statistics and data for projects
- Proficient in technical databases management and financial reconciliations ranging from ADP payroll, QuickBooks, Great Plains, Peachtree, RaiserEdge, PEOPLESOFT payroll, and Solomon
- Designed and implemented procedures to fulfill grant/project objectives and criteria for program compliance
- Prepared agenda items and reports – including summaries and comparisons
- Developed presentations for events, conferences, workshops, and meetings
- Effective management of people
- Detail Oriented with highly effective communications and organizational skills
- Qualified in all areas of the retail banking industries
- Received certification in Management Skills Development Program and CPR/First Aid

## PROFESSIONAL EXPERIENCE

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### Market Champion & Community Engagement

DC Greens

May 2015-Present

Washington DC

- Distribute vouchers to customers within community food market
- Perform individual customer outreach, engagement educational information sharing within local gatherings
- Promotes food advocacy, promotions, preparations, demonstrations, and consistent face to face customer interaction
- Provides excellent customer service to staff, co-workers, and community members and all market patrons

### Recreation Specialist / Advisor

Potomac Job Corp Career Center/Exceed Corporation

February 2016 – June 2018

Washington, DC

- Manage the Art and Craft studio
- Provided Instructional and educational activities
- Shared my skills of Consumer Sciences with students
- Promoted and maintain an orderly and positive environment that fosters creativity
- Prepared visual demonstrations while offer freedom of expression
- Provided instruct on clothing construction and design techniques
- Provide support to dormitory monitoring and residential supervision
- Provide off campus field trips to inspire new challenges
- Share research studies and statistical data in the artistic world
- Encourage repurposing, recycling and providing a good stewardship for the earth

### Group Organizer

Tyler Elementary & Maury Elementary Schools (Polite Piggy's Day Camp)

August 2013 – March 2015

Washington, DC

- Created and maintained databases for month end closing reports. Tracked expenses utilizing Intuit QuickBooks
- Managed vendors' invoices for accuracy

- Engaged in enrichment activities for toddler to school-aged children that were centered around the traditional school day
- Reconciled the records of students and campers. Executed bank deposits via a lockbox system
- Prepared and properly documented reports of accidents or behavioral concerns
- Organized activities and implemented curricula that stimulated physical, emotional, and intellectual growth
- Minimized stressors that could occur as a result of transitional movements
- Received, categorized, and processed direct payments for child services rendered

### **Instructional Assistant**

Tamah LLC | DC Public Schools

August 2011- August 2013

Oxon Hill, MD

- Provided one-on-one services to educationally challenge pre-school and middle school students. Implemented customized physical, emotional, social, and educational programs
- Maintained specialized services, schedules, and organized reports needed for communication and documentation
- Performed all artistic/creative activities using various materials and items
- Encouraged guided play to reinforce socialization goals as listed in the Individualized Evaluation Plan
- Assisted the manager with invoice verification, expense tracking, vendor notifications, and payment reminders
- Posted approved entries for payment in Innovations Solutions and Casselle software database
- Developed bi weekly reports on staff training and verified evaluations guide discoveries in PEOPLESOFT payroll system

### **Accountant Assistant**

Americans United for Separation of Church and State

March 2000 – December 2009

Washington, DC

- Provided accounting support to the finance department at the National Non-Profit Organizations' headquarters
- Performed all account receivable functions such as cash reconciliation and non-cash accounts.
- Served as the primary liaison between the organization, documents delivered via lockbox, and other financial institutions
- Performed all accounts payables functions including, reconciling, and troubleshooting vend inquiries
- Received and maintained journals that corresponded with bank balances while manually updating and monitoring membership database for accuracy
- Reconciled travel vouchers and post-travel expenditures
- Obtained check signatures, payroll pickup, and purchased secure negotiable monetary instruments
- Served as the Notary Public for the entire organization and performed all job duties in accordance with the Safety and Risk Management Plan and Confidentiality Guidelines set in the organization's by-laws

### **EDUCATION**

University of the District of Columbia

**Associate in Liberal Studies | Automatic Accounting**

December 2014

Washington, DC

North Carolina Central University

**Home Economics Education**

Durham, NC

### **CERTIFICATIONS/TRAINING**

Excel for Financial Professionals Adonix

H&R Block Tax Course

**Business Communications Course**