

SERDRIC ACCEUS, MS

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EDUCATION:

Southern New Hampshire University, online
Masters of Science in Accounting and Finance

May 2025

University of South Florida, Tampa, FL
Bachelor's in Interdisciplinary Social Sciences

May 2018

PROFESSIONAL EXPERIENCE:

ThreatLocker, Orlando, FL

October 2024 – Present

Accounts Payable Coordinator

- Assembled, reviewed, and verified invoices and checked requests.
- Flagged and clarified any unusual or questionable invoice items/prices.
- Set invoices up for payment.
- Entered and uploaded invoices into Xero.
- Tracked expenses and processed expense reports.
- Posted transactions to journals, ledgers, and other records.
- Reconciled accounts payable transactions.
- Monitored accounts to ensure payments are up to date.
- Researched and resolved invoice discrepancies and issues.
- Maintained vendor files.
- Corresponded with vendors and responded to inquiries.

Robert Half, Saint Petersburg, FL and Orlando, FL

November 2023 – August 2024

Staff Accountant/Full Time Engagement Professional

- Assembled, reviewed, and verified invoices and check requests.
- Worked with the Salvation Army in Saint Petersburg.
- Aided in transition from Great Plains to SAGE
- Provided training to employees on how to utilize SAGE.
- Flagged and clarified any unusual or questionable invoice items/prices.
- Set invoices up for payment.
- Tracked expenses and processed expense reports.
- Posted transactions to journals, ledgers, and other records.
- Reconciled accounts payable transactions.
- Monitored accounts to ensure payments are up to date.
- Researched and resolved invoice discrepancies and issues.
- Researched and resolved discrepancies and issues within accounts.

Saint Vincent de Paul Cares, Saint Petersburg, FL

May 2022- November 2023

Accountant/Grant Accountant

- Entered and uploaded journal entries to QuickBooks.
- Posted transactions to ledgers on QuickBooks.
- Review financial information sent in from offices to ensure that they were correct
- Prepared P&Ls and budgets for financial review.
- Communicated with other offices to make sure information is acceptable for auditors.
- Making sure that information from our internal systems is accurate.
- Created a form for A/B testing for future integration into Sage.
- Collaborated closely with team to accomplish TFA approvals for day.
- Reconciled cash and check accounts.
- Monitored accounts to ensure no questionable transactions are occurring – did this quarterly.

American Veterinary Group, Tampa, FL(Contract)

November 2021- March 2022

Staff Accountant

- Entered and uploaded journal entries to intuit Sage
- Posted transactions to journals, ledgers, and other records.
- Reconciled cash account, credit card, accrued insurance, prepaid rent and prepaid insurance account.
- Prepare analysis of accounts.
- Researched and resolved discrepancies and issues within accounts.
- Paying for Sales Tax information with the information from 80+ animal hospitals.
- Working with rebates and making sure that they're posted in the right account.
- Prepared Insurance forms for veterinary doctors.

Superior Group of Companies, Seminole, FL(Contract)

April 2021 – November 2021

Accounting Clerk

- Flagged and clarified any unusual or questionable invoice items/prices.
- Entered and uploaded journal entries to SAP
- Tracked expenses and processed expense reports.
- Posted transactions to journals, ledgers, and other records.
- Reconciled cash account, care credit, credit card and other payments accounts.
- Prepare analysis of accounts.
- Researched and resolved discrepancies and issues within accounts.

Pennock Floral, Jacksonville, FL

January 2021 – April 2021

Accounting Clerk

- Assembled, reviewed, and verified invoices and checked requests.
- Flagged and clarified any unusual or questionable invoice items/prices.
- Set invoices up for payment.
- Worked on 50-200 invoices a day, up to 1000 in a week.
- Entered and uploaded invoices into AS400.
- Three-way matching of invoices.
- Tracked expenses and processed expense reports.
- Posted transactions to journals, ledgers, and other records.
- Reconciled accounts payable transactions.
- Prepare analysis of accounts.
- Monitored accounts to ensure payments are up to date.
- Researched and resolved invoice discrepancies and issues.
- Maintained vendor files.
- Corresponded with vendors and responded to inquiries.

COMPUTER SKILLS:

AS400, Deel, Excel (pivot tables/v-lookups), Python, R, Sage, Quickbooks, SAP, Microsoft Dynamics, Xero.