

ROBIN BUCHINSKI
4B James Buchanan Dr.
Monroe Township, NJ 08831
Home 609-655-4803
Cell 973-699-2390
Rbuchinski777@comcast.net

Objective

To work in a professional environment which allows me to utilize my experience and continue to expand my knowledge of modern technology.

Summary of skills

- A confident professional with experience in Accounts Payable and Purchasing.
- Excellent organizational and communication skills.
- Detail oriented, focusing on problem resolution skills.
- Experienced with Excel, Word, Mas 200 and 500, Microsoft Dynamics AX.
- Also AS400, Syteline, Chempax, Platinum, Masterpiece.

Experience

Kid Brands inc./Lajobi Industries, Cranbury, NJ **(2011 - 2014)**
Accounts Payable/Accounting Clerk

- Enter invoices for payment with three way match to PO's, G/L coding.
- Maintain foreign invoice payments in Excel spreadsheet.
- Run checks and wires for foreign payments.
- Expense Reports and special projects.
- Cash management.
- Assisting in month end procedures with GL, Trial Balance and Aged Payables.
- 1099 reporting

Accutest Laboratories, Dayton, NJ **(2011)**
Accounts Payable Clerk

- Prepare invoices for payment, three way match, scanning, and G/L coding.
- Assist suppliers with payment information.
- Assist branches with problems and address needs.
- Extensive supplier contact.
- Match invoices to checks and prepare for mailing.
- Assist CFO with projects as necessary.

Bel-Art Products, Inc./Ricca Chemical Company, LLC, Pequannock, NJ (2004 – 2009)

(Bel-Art Products owns a controlling interest in Ricca Chemical Company)

Accounts Payable Clerk and Billing Clerk

- Prepare invoices payment, including G/L coding, invoices with PO's.
- Run checks, match to invoices, approvals, and mailing of checks.
- Audit of employee T&E reports, matching to Amex statement.
- Prepare weekly cash requirements report.
- Maintain cash flow.
- Export check register to bank.
- Clean up open Purchase Order reports.
- Prepare weekly and monthly Financial Report for distribution to Controller, CFO, and CEO.
- Journal Entries and ACH'S.
- Maintain Fixed Asset file.
- Process wire transfers to foreign vendors, both in US dollars and in foreign currencies.
- Provide yearend audit assistance.
- Run daily domestic Billing for three of Bel-Art's companies plus all Export billing.
- Utilized Chempax and Syteline software.

Pitman Company, Totowa, NJ

(1995-2003)

Accounts Payable Coordinator

- Perform Data Entry of invoices for four company branches.
- Weekly check run.
- Work with Purchasing on price verification and hold reports.
- Receive in direct orders and check contract pricing.
- Bill freight.
- Ensure timely payment of discounted invoices.
- Utilized Platinum software

Education

J.F. Kennedy H.S. Paterson NJ/Graduated June 1979