Rose A. Smith

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 Accounts Payable & Tax Reporting

Professional

Extensively experienced and goal-oriented Accounts Payable & Tax Reporting professional with a demonstrated track record of leading all aspects of Accounts Payable functions. Proven expertise in driving efficiency and productivity through evaluation of A/P systems and functional processes focused on implementation of process improvements & quality output. A talented visionary leader capable of directing highly skilled & non-skilled Accounts Payable professionals & associates to support achievement of overall corporate goals and objectives. Area of Expertise Includes:

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| * Vendor File Analysis
* 1042-S Tax Reporting
* 1099- Misc. Tax Reporting
* 592-B FTB Reporting
* California EDD Reporting
* W8- BEN Forms
* IRS Treaty Benefits
* Year-End Project Management
* B-Notice & Penalty Processing
* IRS Attestation Letter Preparation
* Unclaimed Property Analysis
 | * Attorney Payments
* Medical Payments
* Royalty Payments
* NRA Foreign Payments
* Levies & Garnishment
* ForeignTax Withholdings
* Special Factor Payments
* Used & Sales Tax
* P.O. Invoice Processing
* 3rdParty Freight Processing
* Contract Payments
 | * A/P to G/L Reconciliation
* A/P Aging Analysis
* EDI Processing
* P2P Expense Analysis
* Dup Payment Analysis
* A/P Cash Disbursements
* Interface File Processing
* Evaluated Receipts
* A/P Process Automation
* A/P Month-End Closings
* A/P SOX Control Analysis
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Career Experience

The American Society for the Prevention of Cruelty to Animals, New York, NY, 04/12 - 06/14

**Director of Accounts Payable**

Responsible for all aspects of Accounts Payable with five direct reports including a day to day functional A/P Manager.

* Completed business case to streamline current A/P functions to best practiced automated A/P processes inclusive of the implementation & roll out of Concur Automated T&E and Invoice System.
* Completed discovery phase along with the implementation and rolling out of A/P module for a new financial system to include PO matching and approval workflow.
* Conducted system analysis and knowledge share exercises that resulted in automated process improvement for the Visa & Amex corporate card programs. The new process decreased data entry time from two days to two hours.
* Implemented the use of desktop procedures to correct identified issues with non-compliance of the annual IRS 1099 and B-Notice process.
* Created desktop procedures for a variety of processes within the department to ensure adherence to company policies.
* Drafted and distributed 60+ days employee delinquent Visa Report Notice Letter resulting in a more timely submission and A/P reconciliation of employees Visa Card statements to the monthly corporate statement.

Harte-Hanks Logistics, Deerfield Beach, Florida, 10/07 to 04/12 Publicly Traded NYSE World Wide Direct/ Digital Marketing & Logistics Company

 **Accounts Payable Manager**

* Restructured department and implemented vital audit controls to ensure the accuracy of production output and safeguard against over or understating Accounts Payable in the company's Financial Statement.
* Increased the A/P team knowledge of the full cycle Accounts Payable process by introducing new A/P concepts and methods to a very green and inexperienced staff which resulted in a more efficient, experienced and highly skilled Accounts Payable team.
* Analyzed the EDI process for the LTL (less than load) transportation carriers. Identified a variety of weaknesses within the process resulting in lost revenues and lack of controls to ensure accuracy and reconciliation of all incoming EDI files from the LTL carriers.
* Crafted an EDI Process Improvement Project Plan as a result of my analysis and findings. Presented project plan including an ROI and cost savings analysis to the Accounting Center Vice Presidents & Chief Operating Officers representing over $500,000.00 cost savings suggestions in EDI automation and process re-engineering. The project was approved March 2010 and was given a dedicated IT person to develop and implement all process improvement tasks identified by 4th Quarter 2010.
* Created documented policies and procedures to correct weaknesses identified within the year-end 1099 reporting process specific to the underreporting of LLC's and the lack of compliance with the IRS required B-Notice solicitation and withholding process.

AmeriPath Inc., Palm Beach Gardens, Florida, 04/06 to 09/07

**Accounts Payable Manager**

* Successfully re-trained employees on all functions of newly implemented Oracle AP system.
* Reviewed and revised all A/P tutor documents & functional procedures to ensure compliance with company policies and procedures and also compliance with Sarbanes Oxley controls.
* Analyzed PO Match process and implemented process improvement changes to address in-efficiencies within the process such as turning on system controls to ensure proper invoice to PO Match tolerances were functioning correctly.
* Identified non-compliance weakness within the year-end IRS tax reporting process and implemented changes within the process that included automation of the IRS information filing via a third party 1099 software package that created the capability to submit the information files electronically to the IRS. Also applied for and obtained the department's 1099 TCC code from IRS to enable electronic file submission.
* Managed all aspects of the day to day and month-end A/P process with fourteen direct reports inclusive of four remote employees, (three in California & one in Texas).

Exult Inc., Charlotte, North Carolina, 09/03 – 05/05 Publicly Traded NYSE Business Process Outsourcing

**Accounts Payable Manager**

* A key player in the transitioning of Universal Music Group Accounts Payable functions from Delray Beach, Florida to Charlotte, North Carolina September 2003.
* Re-engineered Prudential & Prudential Securities vendor management & regulatory compliance process to obtain positive client internal audit comments.
* Developed highly skilled Accounts Payable team to achieve established objectives.
* Interact with the A/P Director, General Manager and Client Executives concerning KPI and SLA targets. Suggested & Implemented process improvement ideas to meet client's contractual agreements & expectations.
* Developed, Tested, & Implemented 1042-S automated process to calculate non- resident Alien tax withholdings for U.S. Source earnings "Royalty" payments for the Universal Music Group account resulting in increased foreign vendors IRS regulatory compliance withholdings & reporting.
* Strategically restructured the Prudential Vendor Management & Regulatory team as well as implemented new quality assurance & review measures which successfully achieved a "GREEN" scorecard rating from a previously "RED" rating within months of assignment to the client's account.
* Identified prior years under-reporting 1099-Misc issues with Limited Liability Companies & Sponsorship payees for critical clients resulting in an increase of over $16,000,000 in form 1099-Misc reportable payments for 2004.

Universal Music Group Shared Service Center / Joseph E Seagram’s Delray Beach, Florida, 1996 – 2003 Publicly Traded Paris based subsidiary of Vivendi Largest American Music Company

**Accounts Payable Manager - Universal**

* Effectively managed a staff of fifteen in all aspects of Accounts Payable functions including, vendor management, invoice processing, duplicate payment review & recovery, check disbursements, stop-payments & voids, Inter-company netting settlements, month-end & year-end closings.
* Also built and led teams in carrying out special projects such as vendor master-file clean-up & IRS year-end tax reporting.
* Identified and corrected IRS tax withholding issues with the 1042-S foreign vendors' tax reporting process.
* I Streamlined the A/P month-end closing process resulting in a cycle time reduction of 2 days

**A/P Supervisor / Control Specialist - Seagram’s**

* Responsible for the overseeing of all Accounts Payables functions.
* Identified & implemented departmental controls and process improvements such as duplicate payment review & recovery process.
* Created & rolled out the use of Accounts Payable stop-payment, debit & credit memo forms.
* Prevented more than $3,000,000 in duplicate payment processing & vendor over-payments.
* Decreased outstanding debit balance "Accounts Payable receivables" resulting in 1.5 million in company revenues.

**Education**

### Completed 119 credits towards Bachelor of Science, Business Administration, Accounting Degree pending

Lynn University – Boca Raton, Florida

**CERTIFICATION**

**Accounts Payable Tax Reporting by National Association of 1099 Filers**

**ACCOUNTS PAYABLE SYSTEMS**

JD Edwards, SAP, Oracle, PeopleSoft, Great Plains, Mas90, Infinium

**SOFTWARE PACKAGES**

MS Word, MS Excel, MS PowerPoint, MS Outlook

Various Imaging

**REFERENCES**

Available Upon Request