

Mercy E. Monie

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Professional Summary

- Motivated, detail-oriented and results-driven accountant and administrative assistant with great administrative skills and over seventeen years of combined experience.
- Works efficiently on multiple projects simultaneously, utilizing excellent organizational skills, critical thinking skills and good judgement necessary to meet tight deadlines, and ensure projects meet stated goals and objectives.
- Strong communication skills.
- Ability to work well both independently and as part of a team
- Very proficient in the use of Excel, Word, Outlook, advanced knowledge of Federal Financial System (FFS), Financial Accounting and Integrated Management System (FAIMIS), E2 Solutions, Concur E2 and Peachtree.
- Proven ability to quickly learn and adapt to new tools and technologies.

Work History

On-site Travel Accountant, 05/2013 to Current

Deva & Associates PC, US Nuclear Regulatory Commission (NRC) - Rockville, MD

- Senior team member, with an in-depth understanding of the travel guidelines and the use of the Concur E2 and FAIMIS databases, overseeing the Travel Department's day-to-day functions in an efficient and timely manner.
- Assist NRC travelers with their travel-related questions and entering their travel vouchers in Concur E2.
- Audit and approve travel vouchers E2 for payment in FAIMIS and Concur E2.
- Responsible for auditing and approving Change of Station vouchers as well as verifying that all binding documents comply with NRC rules and regulations in FAIMIS.
- Enter travel authorization into the FAIMIS system.
- Maintain and update vendor information in the FAIMIS system.
- Attend weekly status meetings, prepare and distribute weekly status reports for NRC upper management Deva officials and NRC travel department
- Assist with other accounting support services as needed.

On-site Travel Accountant, 08/2002 to 04/2013

Owusu & Company, US Nuclear Regulatory Commission (NRC) - Rockville, MD

- Senior team lead, with extensive knowledge of NRC's travel guidelines and in the use of E2 Solutions and the Federal Financial System (FFS) to oversee the Travel Department's day-to-day functions.
- Processed an average of 100 to 150 vouchers daily and developed the ability to quickly ramp up operations to accommodate significant increases in workload with short notices.

- Maintained up-to the minute information of key functions in the Federal Financial System such as the removal of unused tickets from the system. This ensured the generation of reliable and accurate information for management's use.
- Was instrumental in developing and responsible for implementing a quality control system that successfully ensured a relatively low error rate compared to the significant volume of transactions processed daily.
- Assisted NRC travelers with their travel-related questions and entering their travel vouchers in E2 Solutions and FFS.
- Audited and approved travel vouchers for payment in E2 Solutions and FFS.
- Audited and approved Change of Station vouchers in addition to verifying that all supporting documents complied with NRC rules and regulations in FFS.
- Entered travel authorizations into the FFS system.
- Maintained vendor information in the FFS system.
- Attended weekly status meetings, then prepared and distributed weekly status reports, for the entire team, to both the NRC and Deva Associate's management in a combination of Excel and Word formats
- Assisted with other accounting support services as needed.

Accountant and Office Manager, 02/2000 to 07/2002

Owusu & Company - Washington, DC

- Compiled all financial records and assisted with the preparation of the company's financial statements.
- Maintained the company's general ledger in addition to processing accounts payable, accounts receivable and payroll transactions including recording of cash receipts and disbursements.
- Reconciled all company bank accounts at the end of each month.
- Verified that all checks received from clients matched their invoices.
- Was responsible for making all bank deposits and order office supplies.
- Reviewed payroll taxes for accuracy and ensured the timely remittance to the appropriate taxing authority.

Education

Bachelor of Science – Accounting, 1993
Strayer University, Washington, DC