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Objective: To work in a managerial and/or consultant with a well-established firm.
To attain guidelines and solutions within particular company.

Professional History

Near North Insurance Brokerage
Chicago, Illinois
Title: Insured Payable Analyst
March 2000- November 2003
Payments to the carriers
Reconciliation of old items (1997-1999) to analyze charges to that were instituted by the account executives and the validity of the charges. Solving the discrepancy issue.
Discuss with personnel and various carriers differences and a compromising resolution.
Voided and reissued checks.
Compile on a monthly basis items not billed on Near North system on a s spreadsheet.
Research problem (duplicate payments) with a hands on policies on paid items..
I streamlined and implemented on a regular basis outstanding items as the individual in resolving many old bond and other related issues and discussing every two weeks status and what action is being done resolve similar issues.
Implemented with manager of department monthly brainstorming issues on items that were of great concern for all in the department.

Mesirow Financial
Chicago, Illinois
Title: Staff Accountant/AP Analyst
June 1998- March 2000
Process 150-200 invoices per day
Coding of incoming invoices and expense reports to proper general ledger accounts and submitting for approval to appropriate manage of the department.
Cut checks on daily basis (manual checks when needed)
Every month processed the month end of accounts payable department.
Research old items if items were past due.
Backup to Bank reconciliations when needed.
Prepare Illinois and sales use tax report 1099 to Illinois Department of Revenue at the end of year.
Compiling regular journal entries; recurring journals and the monthly prepaid insurance accounts for various entities in the organization.

Nesbitt Burns Securities
Chicago, Illinois

April 1997- April 1998

Title: Junior Accountant/AP Analyst

Process invoices on a daily basis (100) and allocation of accounts set up by the controller.
Print out of checks to customers on a weekly basis.

I worked with traders in establishing a control of new prospects and keeping a list.

I worked on various miscellaneous projects.

Old World Industries
Northbrook, Illinois

September 1990- April 1997

Title: Junior Accountant/AP

Process invoices on a timely basis

Developing a filing system by alpha number in the computer system resulting in efficiency by all personnel when utilizing the system.

Establishing set goals of the individuals in the accounts payable department and trying to attain these goals by next review.

Instituting brainstorming sessions how to do one's job more efficient and having cross training on different jobs within the department, creating teamwork, and morale.

Analyze general ledger accounts by verifying charges by each department with budgetary requirements.

Developing a handbook on procedures on accounts payable functions: voiding checks, cutting checks, and how to do stop payments, other procedures were added as needed..

Education

Northwestern University (University College)

Bachelors in Arts and General Studies Major: Business/Organizational Behavior -1992

I have earned 15/34 credits in accounting.

Wright Junior College: Chicago, Illinois

I would like to further my education at De Paul University for a Masters in Finance

Computer Knowledge

Lotus 1-2-3, As100, IBM36, Symphony, Excel,, People Soft, Sagitta