


PRIYA RANGANATHAN

Senior Accounting Assistant with 11 years across manufacturing, healthcare billing, and SaaS. Owns full-cycle AP, supports a 5-day month-end close, and mentors junior clerks. Known for cleaning up vendor master files and standing up expense-report workflows that finance leadership actually wants to use.

CONTACT

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 Overland Park, KS

KEY SKILLS

- NetSuite, Epicor, Sage Intacct, Bill.com, Ramp, Concur
- Full-cycle AP, AR cash application, 1099 filings
- Month-end close, balance sheet recs, variance research
- Excel (Power Query, SUMIFS, pivots), Power BI basics
- Process documentation, training, audit support

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTING ASSISTANT | BRIGHTWAVE ANALYTICS, OVERLAND PARK, KS
MAY 2021 – PRESENT

- Manage AP cycle for a 240-employee SaaS company, processing roughly 1,100 invoices per month across NetSuite and Bill.com.
- Lead the monthly corporate card close in Ramp, reviewing 480+ transactions and resolving policy exceptions with department heads.
- Reduced average invoice-to-pay cycle from 17 days to 9 by rebuilding the approval routing logic.
- Prepare 12 recurring journal entries each close and reconcile 6 balance sheet accounts including prepaid software.
- Mentor two AP coordinators, review their coding before posting on close week.

ACCOUNTING ASSISTANT II | MERIDIAN HEALTH BILLING SERVICES, KANSAS CITY, MO
FEBRUARY 2017 – APRIL 2021

- Handled AR cash application for an average of 720 patient and insurance payments weekly in a custom billing system.
- Researched short-pays and denials with the collections team, recovered approximately \$94K annually.
- Owned the daily lockbox reconciliation between the bank file and the patient ledger.
- Trained 4 new hires on cash posting procedures and HIPAA-aware documentation.
- Helped finance roll out a refund-check workflow that cleared a 6-month backlog within 11 weeks.

ACCOUNTS PAYABLE SPECIALIST | HOLTZMAN SHEET METAL WORKS, KANSAS CITY, MO
AUGUST 2014 – FEBRUARY 2017

- Processed 3-way match invoices for raw steel, coatings, and freight in Epicor ERP.
- Ran weekly ACH and check runs averaging 180 payments.
- Maintained 1099 vendor records and prepared year-end filings for 87 vendors.
- Reconciled the AP sub-ledger to GL each month, cleared variances under \$50 same day.

ACCOUNTING CLERK | HOLTZMAN SHEET METAL WORKS, KANSAS CITY, MO
AUGUST 2013 – JULY 2014

- Coded and keyed 150-200 invoices weekly during plant expansion period.
- Filed and indexed AP backup, retrieved documents for the annual external audit.
- Answered vendor calls, resolved status questions without escalation roughly 80% of the time.

EDUCATION

- A.A.S. Accounting
Metropolitan Community College | September 2013
- Certified Accounts Payable Professional (CAPP), IFO, 2019
- NetSuite SuiteFoundation Certified, 2022