

Dolly Bostic

June 22, 2026
Re: HOC RAB Application Addendum

To HOC RAB Committee:

Please accept this application as my interest to serve as a member of the HOC Resident Advisory Board of MOCO as a Tenant Based Voucher participant. I do believe that my skills as well as my experience can be used to help where help is needed. I'm retired and readily available to assist; I would love to join your team.

Attached you will find a copy of my resume showing employment until I retired. As listed on the application, I have an Associate's in Accounting and practical on the job experience.

What I really enjoyed about my life's journey to date is working with a variety of different people in so many ways. I'm hoping that being on the board will allow me to do this again.

I look forward to hearing from you soon!

Sincerely,
Ms. Dolly Bostic

Dolly Bostic

Objective: To be given a challenging and exciting opportunity, allowing the chance to share my experience and skills.

Education

Associate Degree in Accounting – Bryant & Stratton Business Institute, Buffalo, NY

Highlights of Qualifications & Accomplishments

- Redesigned the AP department at Servotronics, Inc. show productivity
- Established a Bookkeeping System for Paragon Advertising, and assisted and trained for P/R, until all systems were in full operation.
- Readily adapt, detailed, people oriented, prioritize efficiently to meet deadlines, resourceful, person of integrity, friendly.

Software Packages

Microsoft Dynamics – CRM, SharePoint; NetSuite, Spruce, Microsoft Word/Excel, QuickBooks
Microsoft Dynamics SL, SAP, Deltek, Microsoft Dynamics AX

Short term Assignments

Accounting Consultant

January 2020 – March 2024

Accounts Payable Specialist | Project Setup |

Companies – **Hansoh Bio** | **Music and Arts** | **ACA Compliance Group** | **City of Gaithersburg**

- Full Cycle Accounts Payable – stream lined AP processed employee credit cards, vendor invoices, vendor payments.
- Helped monitor AP mailbox, verified PO – manually or system 3 Way Match, confirmed authorize to Pay with merchandising or authorizer.
- Received in inventory per Direct Ships - resolved errors & issues preventing invoice processing, high volume invoice input.
- Monitored AP aging, AP clearing.
- Reconciled vendor statements along with account cleanup process – analyzed account, requested missing invoice(s). stream lined procees
- Reversed entries via journal entry to release payment for subsequent invoices due/PO, entered any credits needed.
- Established the initial phase of billing, entailing the input of contract/client set up for Finance, consisted of detailing the agreement, perusing the legal document, and analyzing detailed terms.
- Booked sales establishing A/R, thereafter, created the initial invoice, forwarded to account to A/R.
- Entered Projects to SharePoint, maintained all updates for amendments, or replacements pertinent to the client Accounts/Sales, served as liaison between Legal, Sales, the project manager and AR/Revenue.
- Processed Debit Card Expense Reports per Company Officials. Expenses entailed Local and International Travel; done via SharePoint and accounting shared drive per Excel, Outlook, and Word document forms. Submit AP invoices for approval. Maintained SAP system generated POs to move to the saved folder. Maintained Zageno supplier invoice payments, via reconciling worksheet to billed/paid invoices; ultimately prorating needed cost.

Accounting Consultant

April 2018 – December 2019

Bookkeeper | Accountant | Jr. Accountant | Operations Specialist | Accounts Payable Specialist

Companies - **AMGC, LLC** | **Pharmerit International** | **Agnovos**

- Invoiced main contractor upon completion of contract.
- Processed payments to vendors and subcontractors upon receipt of customer payments.
- Reconciled bank accounts, credit cards, and loan liabilities.
- Processed weekly payroll via QuickBooks.
- Updated employee information for payroll, including tax status and direct deposit, W-9's, 1099's
- Submitted state and federal taxes as calculated by the system.
- Managed onboarding process for new employees including insurance and verified employee status.
- Monitored tax payments for federal and state taxes.
- Filed quarterly (P/R & sales), submit insurance claims (unemployment, COI's)

Accounting Consultant

October 2014 – March 2018

General Ledger | Accounts Payable Specialist

Companies - **Advanced Educational Products** | **TW Perry Builders**

- Maintained & Reconciled Banking for All Companies
- Reviewed Daily Cash Reports: cash, checks, bank cards including POS and payment management sources such as Billtrust and PayTrace, Inc for corporate and 8 subsidiaries.
- Recorded missing system updated information to the G/L from the cash log worksheet, including AR online payments per the customer accounts.
- Reviewed manual entries and check exception Log(s).
- Verified book to bank entries per contrast to monthly bank statements, next reconciled to General ledger at Month End, on to the final balancing of the reconciliation journal.
- Assist A/P Mgr. with tasks from PO/Invoice matching to Invoice input.
- Screened line-item distribution when inputting invoices.
- Helped prep for check run – ran totals to match selected vendor payments due and mailed checks.
- Assisted Accounting Mgr. with AP and AR backlog; posted cash to customer accounts, allowing AP to become current and helped with G/L entries.

A/P Specialist - Servotronics Inc.

Apr 2004 – Nov 2010

- Helped to revamp the AP departmental procedures and assisted in the transition to the new application, (Proman ERP).
- Handled vendor setup, matched PO's to invoices before inputting and processed expense reports on to executing the weekly check run.
- Monitored AP aging, AP clearing.
- Maintained all Cash Accounts, parent company and subsidiaries, monitored A/R aging also screened and verified customer applications via Dun & Bradstreet and references.
- Processed pre-approved wires/ACH payments, responsible for transmittal of weekly P/R to the P/R dept and to the P/R account.
- Update Daily Cash Report, tracked daily direct deposits and maintained Worksheet for the Quarterly Taxes – paid in a timely manner, W-9's, 1099's.
- Urgent Payments, Pre-approved Bank Transfers, 401K