

# ALANI MORRISON

2166 Steele St. Longmont, Co. 80501 • 720.208.6221

[alani.morrison09@gmail.com](mailto:alani.morrison09@gmail.com)

## EXPERIENCE

04.19.2021 - PRESENT

### ACCOUNTING ASSOCIATE, STAR PRECISION MFG, INC

2- and 3-way AP Invoice matching, research any AP issues, communicate with purchasing department and vendors, sending out payments via check or online, accrual entries, AR invoice processing, customer statements, AR cash apply, credit card entries and reconciliation, customer service, order entry, pricing regenerations, order acknowledgments to customers, issuing customer supplied materials to jobs via ProfitKey, distribute USPS mail, Comply with local, state, and federal government reporting requirements, maintain orderly filing system

11.19.2019 - 05.31.2021

### BEAUTY ADVISOR, ULTA BEAUTY

Customer Service, replenishing sales floor, POS, handling damages, customer returns, online orders, inventory adjustments, cash handling

10.23.2016 - 02.01.2017

### AP AR ASSOCIATE, SURNA INC

Matching receipts/receiving reports to invoices, counting inventory, receipt entry for credit cards, check runs, processing payments, QuickBooks

06.15.2015 - 08.01.2016

### ACCOUNTS PAYABLE, CHECKERS INDUSTRIAL SAFETY PRODUCTS

Payments to vendors, weekly check runs, monthly, quarterly, and yearly reports, multi-location check runs, effectively communicating with vendors, working with the purchasing team within the company on payment plans with vendors, matching pack lists with invoices, monthly credit card entries with receipts, maintain orderly filing system, Sage ERP MAS 200 system, distribute USPS mail, issue financial statements, Comply with local, state, and federal government reporting requirements

## EDUCATION

2013-2015

### ASSOCIATES IN ACCOUNTING, IBMC

GPA 3.75, ABK Honors, Presidents List, Deans List and Attendance awards

2019-2020

### CERTIFICATE OF HAIRSTYLIST, IBMC