



Billie Gene Hunt

AP/AR Specialist/Finance Manager

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A highly motivated and experienced AP/AR Specialist/Finance Manager. Expertise and comprehensive knowledge of Accounting/Bookkeeping principles. Thirty years of proven skills in developing and managing financial strategy development, treasury functions, creating budgets and forecasts, achieving team-driven process improvements to increase operational effectiveness, Procurement Process, tax, risk management, driving process improvements to increase efficiency and profitability, and consumer retention while certifying reliability and compliance.

AREA OF EXPERTISE

- Business Development
- Problem Solving
- Customers/B2B Collections
- High Volume Invoice
- Expense Reimbursements
- Account Management
- Forecasting
- Government/Corporate Accounting
- Data Analyst
- ADP Payroll
- Data Entry
- AP/AR
- Hire & Firing
- Human Resource Support
- Previous relevant professional federal, state, and city experience
- Account Coding
- Collected 100%
- Manage procurement and contracting programs
- Streamline Processes
- Journal Entries
- Reconciling (Various)
- Month-End Closing
- Cash deposits for courier pick up
- Performed checks/ach entries and deposits daily
- Worked Remote and In-Office

KEY ACHIEVEMENTS

- Reduced A/R that were more than three months past due by 90%. Plus, collected on older past due accounts, some 2 years old and collected 100%;
- Leadership principles;
- Successfully implementing process & procedures increasing the growth of the company;
- Achieving team-driven process improvements to increase operational effectiveness;
- Oversee multi-million-dollar accounts with varying billing structures;
- Business Financial Planning, Business development, and Management;
- Hiring/Firing/Assists through the Application Process. Plus, Background Checks, and Drug Screens;

- Matches PO numbers with invoices and verifies PO items and contract prices matches;
- Procurement Process - Company/Government P-Cards Audits and approvals for Payment. Also, tracking receipts, and other documentation for p-card logs, and reconciling expense reports;
- Reconciling - Statement (customer), business bank statements, p-cards, ach, vendor statements, credit card statements, return checks;
- Sales Tax in multi-jurisdictions;
- Gather data - download, import, export data;
- Working with AI Software;
- Remotely pull reports from other software programs;
- Prepared daily cash deposits for courier pick up;
- Performed check and ach entries and deposits daily; and, much more.

PROFESSIONAL EXPERIENCE

Veteran Community Living Center at Fitzsimons

Aurora, CO

Accountant I - Temp Position

August 20th–Dec 30th, 2024

- Prepare receiving reports by a
- Assuring payment has been approved by appropriate manager;
- Complete expenditure tracking sheet after scan approved receiving reports to CDHS vouchering;
- Assure a vendor is set up in CORE, request W-9 for new vendors;
- Monitor AP email account for inquiries and issues;
- General Accounting Expense/Disbursements (GAX, RC, PRC);
- Contact vendor for issues, outstanding invoices and concerns. For example, payment interception;
- Collaborate with internal departments to ensure proper approvals and documentation for purchases;
- Sales Tax in multi-jurisdictions;
- Gather executive signatures;
- Warrant information obtained if necessary or cancellation of warrants as needed;
- Forecasting Contract Budget - Communicate with the office manager if the dollar amount needs; to be increased or PO needs to be set up according to the tracking sheet;
- Matches PO numbers with invoices and verifies PO items and contract prices matches;
- Proactively contact vendors for issues/outstanding invoices/concerned;
- Receiving warrant from vouchering and mail to vendors;
- Determine the proper coding of expenditures to ensure all transactions are classified properly audits account payables and prepares and posts any necessary journal entries to the CORE accounting system;
- Assist in month end closing activities, including preparing journal entries and accrual entries;
- Financial Auditing;
- Reconcile vendor statements;
- Works with the supervisor of the department to determine future needs to ensure compliance and completion of all agreements;
- Assist in weekly check disbursement review;
- Develop and maintain spreadsheets and reports to achieve revenue information, reporting requirements and balance sheet reconciliations;

- Monitors costs to make recommendations to Supervisor for actions required internally by Department Managers to ensure the facility does not exceed budget; and,
- Perform other duties as assigned in the Supervisor Office as necessary.

**Government State Agency
CO**

Denver,

Accounting Tech I - Temp Position

June 10th – August 13, 2024

- Procurement Process - Company/Government P-Cards Audits and approvals for Payment. Also, tracking receipts, and other documentation for P-card logs, and reconciling expense reports;
- General Accounting Expense/Disbursements (GAX, RC, PRC);
- Collaborate with internal departments to ensure proper approvals and documentation for purchases;
- Remotely pull reports from other software programs;
- Gather executive signatures;
- Reconcile vendor statements;
- Gather data - download, import, export data;
- Analyze, review and advise on accounting matters related to cash management, accounts receivable, accounts payable, purchase card, central allocations, revenue, and expense;
- Reviews card purchases for compliance with fiscal rules and agency procedures, pays monthly card invoices, increase/decrease card limit, track violations, and provide support to card holders;
- Develop and maintain spreadsheets and reports to achieve revenue information, reporting requirements and balance sheet reconciliations;
- Download check reconciliation files from bank portal on a strict cadence and run the process that incorporates those files into the ERP.
- Cash accounting, management, and batches. Also, created deposits for the batches (deposits);
- Prepared daily cash deposits for courier pick up;
- Oversee the processing of vendor invoices, expense reports, and payment runs
- Performed daily check and ach entries and deposits daily;
- Created 1099s; and,
- Oversee Finance in (4) departments

Threwit Cement Company

03/07/2019 – June 1, 2023

Finance Manager – Remote/In-office

Denver, Colorado

- Oversee Accounts Receivables and Payable complete payments and control expenses by receiving payments, plus processing, POs', collections, verifying and reconciling invoices;
- Forecast, budgeting, and strategy development;
- Interact with Suppliers/Vendors;
- Supervise and manage the accounts payable team, ensuring efficient workflow and adherence to policies and procedures;
- Sales Tax in multi-jurisdictions;
- Reconcile vendor statements.
- Remotely pull reports from other software programs;
- Assist in weekly check disbursement review;
- Proficiency and process invoices monthly in an ERP system with electronic match;
- Developing and managing financial strategy development

- Evaluate and make recommendations for improved internal controls relating to payable activities;
- Maintaining the financial health of our organization;
- Perform root cause analysis for recurring errors;
- Managed High Account Balance Profiles;
- Assist in month end closing activities, including preparing journal entries and accrual entries;
- Ensure proper documentation is provided (invoices, purchase orders, etc.) to support the Company's position and facilitate deduction resolution and ensure maximum recovery;
- Performed/Researched credit memo requests, short payments, and chargebacks per customer (vendor) agreements. Once confirmed, credits and payments were issued;
- Managed more than 300 major accounts weekly;
- Preparing and distributing invoices/statements to customers as required;
- Keeping accurate records and reporting on collection activity and maintain organized;
- Weekly Meetings Reviewing Accounts Payable Reports;
- Gather data - download, import, export data;
- Achieving team-driven process improvements to increase operational effectiveness;
- Business Financial Planning, Business development, and Management;
- Reconciling all of the systems data to insure complete and accurate information; Establishing accounting services for programs;
- Payroll-Preparing/Documenting Essential payroll info;
- Invoicing Reconcile shipping bills (ups, freight, courier); and,
- Reduced A/R that were more than three months past due by 90%;

VA Veterans Hospital (State Agency) - Temp.

2011 - 2012

Accounting and Administrative Support – Surgical Department

Nashville, TN

- Ensured the efficient operation of the hospital departments;
- Maintains calendar, and organizes meetings and conference calls;
- Prepares documents for execution and ensures internal processes are followed; monitors timely completion of projects;
- Oversee the processing of vendor invoices, expense reports, and payment runs;
- Ensuring adequacy and relevancy of supporting documentation;
- Reviewing policies and processes and recommending changes as appropriate;
- Composing/drafting correspondence for administrator's signature;
- Maintains the highest standards of confidentiality;
- Professional and mature demeanor; excellent command of standard grammar and punctuation;
- Maintains Time and Attendance for employees;
- Processed emails and faxes;
- Attended & Prepared meeting minutes and summaries as needed;
- Keeping SOPS updated by Federal Rules and Regulations; and,
- Overseeing the process at the request of government employee/employees' vehicles (tickets) in the preparation of travel authorizations and expense reports.

Defender Services**2013 - 2014****Office Manager - Remote/In-Office****Clarksville, TN**

- Reviewing and Approving Application and Resume Process;
- Hiring/Firing/Assists through the Application Process. Plus, Background Checks, and Drug Screens;
- Remotely pull reports from other software programs;
- Reconcile vendor statements;
- Serves as primary point of contact and vendor manager for contracts relating to Human Resources. Serves as liaison between the company and HR software vendors, contractors, and other resources;
- Processing payroll through ADP payroll;
- Acts as the main point of contact and liaison for coordination of Workers' Compensation claims;
- Electronically maintains appropriate and complete employee files including offer letters, benefits information, and performance documentation. Ensures files are archived and destroyed according to standard document retention standards;
- Responsible for Summit's compliance with employment-related federal, state, and local laws and regulations;
- Oversee the processing of vendor invoices, expense reports, and payment runs
- Assist in month end closing activities, including preparing journal entries and accrual entries;
- Multi-line Phone System;
- Oversee all expenses approved & post;
- Matches PO numbers with invoices and verifies PO items and contract prices matches;
- Ensuring data entry meets requirements by adhering to program techniques and procedures;
- Reviewing and Approving Application and Resume Process; and,
- Corresponding with Corporate Per Accounting

Federal Government Agency – Temp.**2015-2016****Government Contract Review and Approve****New Mexico**

- Reviewing defense government contracts by reviewing contract details – matching blueprints designs to contact description details of materials/products/services/part numbers, inspections prior to shipping and receiving and much more;
- Designed a risk assessment protocol that identified potential contract pitfalls;
- Conducted monthly meetings;
- Supported senior contract specialists reviewing bids, contributing to a 10% uptick in awarded contracts;
- Work with division contract liaisons in order to correct deficient contract documents or processes in order to advance contract actions through the approval system;
- Supplies or products delivered and/or services performed met contract requirements.
- Ensuring adequacy and relevancy of supporting documentation; and,
- Send Contracts out for final approval

Lawrence Zamzok Attorney at Law**5/3/2017- 7/21/2017**

Civil Litigation Collection Attorney

Albuquerque, New Mexico

- Email Correspondence;
- Document Preparation/Drafting (Complaints, Default Judgment, Certificate of Service, Motions, Return of Service, Request for Setting, and etc.);
- Scheduling Hearings and Pre ARB phone conference;
- Sitting in interviews with attorney/clients;
- E-filing (Odyssey File & Serve);
- Case Lookup; and,
- Supreme Court Orders – Research, Analyze, and Explained a wide variety of upcoming or implemented modifications to forms, rules, procedures, and regulations to Lawrence Zamzok (Attorney).

Peifer, Hanson & Mullins – (They Downsized)

8/15/2017- 7/14/2017

Tax & Criminal Law Mexico

Albuquerque, New

- Email and Phone Correspondence with Opposing Counsel and Judge Secretaries;
- Drafting: Judge Excusal, Letters, Certificate of Service, Notice of Completion Briefing, RFA, RFP, STIP, Subpoenas, Notices, Motion to Quash, and more; • Preparing the Discovery Responses;
- Calendaring for Federal and State;
- E-filing Federal and State;
- Proofing-Red-line;
- Pleading Indexing;
- Hearing, Meeting and Trial Notebooks;
- E-filing Appeals;
- Meetings with Attorneys, and;
- Setting up Travel Arrangements for out of State Court Proceedings.

EDUCATION

- Kaplan University – Paralegal Degree
- Tax Preparer – Individual & Small Business

ADDITIONAL SKILLS

- Proficient with MS Office software applications like: All Windows operating systems, Microsoft Office/Word, Outlook, Excel, WordPerfect Applications, UltraTax Software, Service Channel, Service Fusion, Bill.com Software, SAGE, Lisco, PeopleSoft, PowerPoint, Google Docs, ADP Run Payroll, Adobe, CORE, Visio, EFTPS, Cyrious, Workday, Microsoft Dynamics 365, Lawson, NetSuite, Universal, QuickBooks, and much more;
- 10-key calculator;
- Dedicated to confidentiality;
- Excellent verbal and written communication skills;

- Demonstrates professional demeanor and problem-solving skills;
- Consistently meets deadlines;
- Thrives under pressure and ability to multi-task;
- Ability to work independently and in group settings;
- Strong analytical and organizational skills;
- Spreadsheet and database capabilities;
- Excellent planning and organization skill;.
- Maintain regular, predictable, and reliable attendance during scheduled hours;
- Develop and maintain positive working relationships with client personnel, co-workers, and all levels of staff and management;
- Previous relevant professional federal, city and state experience; and,

H&R Block Tax Preparer Duties Included:

10/15/2018-2023

**Tax Preparer
Evenings**

Seasonal -

- Utilized advanced tax preparation software to prepare tax returns for individuals and small businesses;
- Resolved customer concerns and complaints;
- Advised customers of their rights and responsibilities as taxpayers;
- Exercised due diligence during tax interviews;
- Ensured the proper credits, deductions, and tax liabilities were applied to tax returns, according to Publication 17 for 2018 Federal Tax Code; and,
- 1099 Preparation.

References:

- Darrell Jackson- State – Director - Recommendation Letter Provided
- Andrew (Owner) Threewit – Recommendation Letter Provided
- Lawerence Zamzok Attorney at Law - Phil Vigil – Provided Recommendation Letter
- Defender Services, Inc.- Robert King - (615) 417-4995