

Ashley Burroughs
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(720) 542-8895

Professional Experience

Intrepid Potash, Denver, CO May 2011-June 2012

AP Clerk

- Scanned invoices through Kofax operating system for electronic approvals.
- Entered accruals for month end close.
- Researched payments and resolved customer disputes.
- Processed checks bi-weekly using Epicore and Platinum software.

Nextmedia Group Inc, Greenwood Village, CO February 2008- May 2011

AP Clerk/Database Administrator

- Entered sales contracts and commissions.
- Processed radio advertising and billboard payments.
- Set up and transmitted ACH online payments.
- Balanced accounts using two different operating systems.
- Maintained good customer service relations with company accounts.

Automotive Avenues, Lakewood, CO December 2004-January 2008

AP Clerk

- Verified accuracy of all purchase orders and work orders for payment.
- Processed payments on employee expense reports and invoices.
- Entered, matched, coded and cut checks for 60-100 invoices per week.
- Maintained 1099 on all clients and assisted with year end taxes.
- Researched short payments and discrepancies.
- Filing.
- Utilized ADP software.

Forest City Stapleton, Denver, CO March 2000-December 2004

AP/AR Clerk

- Full cycle Accounts Payable, processing 100+ invoices per week.
- Full cycle Accounts Receivable, posting 20 payments per week.
- Input, created and paid invoices.
- Set up vendor account and cost accounts.
- Implemented and amended vendor contracts in database.
- Hired as receptionist, promoted to Accounts Payable/ Accounts Receivable.
- Utilized Timberline software, trained on JD Edwards.

Transamerica Title/Commonwealth Title, Denver, CO February 1990-March 1995

Recording Clerk

- Proofed real estate documents for accuracy prior to county recording.
- Generated property tax and deed checks for recordings.
- Conducted judgment liens on property owners.

Education

North High School, Denver, CO