

Charlene Wilder

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Professional Summary

Efficient staff accountant with 10+ years of experience in a variety of accounting roles in both environmental engineering and the oil and gas industry. A quick learner who possesses strong attention to detail, a high level of organization, and great time management skills. Looking for an opportunity in accounting that will allow me to continue to learn and grow as part of a team.

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

Sage Butte Energy LLC f/k/a Northwoods Energy LLC-Denver, CO

October 2023 to June 2025

Trained and assisted with monthly JIB processes. Managed banking reconciliations.

Completed journal entries including fixed asset depreciation, interest accrual, amortizations, payroll entries, and G&A accrual on a monthly basis. Streamlined the accounts receivable procedures by making deposits and assisting owners with accounts receivable questions. Back up to the accounts payable department for vacations and other absences. Trained the incoming accounts payable staff on accounting software and procedures. Was part of the conversion from Quorum to On

Demand Accounting including testing, set up, and implementation.

Staff Accountant

Sage Butte Energy LLC

November 2021 to October 2023

Processed an average of 500 invoices a week using OpenInvoice and Quorum software.

Completed expense reports and check requests. Completed the weekly check run for two internal companies to ensure proper payment. Created and submitted wires,

ACH, and positive pay files. Set up new vendors and provided vendors with necessary credit documents and forms. Completed account reconciliations for multiple accounts.

Classroom Teacher

Westminster Public Schools

August 2015 to October 2021

Created a calm and highly organized classroom. Evaluated data to determine trends to better serve students. Collaborated with administration, coaches, teammates, and specialists. Built positive rapport with families. Lead the

Faculty Advisory Committee for three years to resolve building issues, held the position of Empower Lead and trainer for two years, and participated in the

Building Leadership Team to help move the school forward. Became an expert reading teacher and modeled these lessons for a variety of teachers, coaches, and college professors.

Guest Teacher

Adams 12 Five Star School District

August 2013 to August 2015

Built a positive rapport with students, staff, and parents with collaboration and communication at a variety of district elementary schools. Followed lesson plans provided by classroom teachers while using flexibility and creativity to adjust to unexpected situations. Developed excellent time management skills to ensure all parts of the lesson plan were completed.

Contract Administrator

Camp, Dresser, & McKee

August 2002 to January 2005

Created detailed invoices for clients in an environmental engineering office using

Oracle software. Worked with project managers to verify all charges on invoices and contract types. Ensured that all clients in my case load were billed on schedule and worked to motivate project managers to approve and review invoices.

Helped to support the accounts payable, accounts receivable, and payroll departments as needed.

Accounts Payable Manager

CDM Engineers & Constructors

April 2002 to August 2002

Processed invoices for payment. Completed a weekly check run to pay all invoices.

Worked with project managers to ensure that invoices were billed to the correct accounts and entered them in the proper general ledger accounts.

Accounting Assistant

Camp, Dresser, & McKee

September 1996 to August 2001

Worked with scientists, engineers, and executives from nine offices around the country to ensure correct processing of invoices within strict deadlines. Input accounts payable invoices to ensure correct general ledger entry and client billing account numbers. Communicated with vendors about account status. Managed petty cash and the office checking account. Trained new personnel in Chicago and

Denver. Cleared out suspense accounts on a weekly basis. Processed accounts receivable payments from the lock box. Processed weekly payroll to verify vacation and sick hours. Maintained the filing system.

Administrative Assistant

Camp, Dresser, & McKee

April 1996 to August 1996

Assisted with the switch board and front desk, ordered and maintained office supplies, helped to meet project deadlines in our document production department, maintained complex systems of documentation and filing of important documents, processed daily FedEx shipments, and completed other administrative duties as needed.

Education

Master of Education in Literacy

American College of Education-Indianapolis, IN

July 2017 to September 2018

Bachelor of Science in Behavioral Science

Metropolitan State University of Denver-Denver, CO

December 2012 to December 2012

Associate of Applied Science Associate of Applied Science in Accounting Business Administration

Parks College-Thornton, CO

August 1996 to August 1996

Skills

- Leadership experience
- Software: Quorum, On Demand Accounting, Oracle, Excel, Word
- Self-motivated
- Superior attention to detail
- Communication skills
- Team Collaboration
- Highly organized