

# Chris Binder

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Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Specialist**

Sierra Space (contract position) - Greenwood Village, CO  
September 2023 to March 2024

Position involved working with companies, vendors, suppliers and buyers. Duties included:

- Ensuring invoice accuracy and completeness.
- Invoice reconciliation.
- Timely invoice processing and payment.
- Troubleshooting invoice issues including PO funding and matching.
- Problem solving difficult invoices.
- Communicating with vendors and buyers via phone and video conferences.
- Full cycle processing including check runs.

### **Bookkeeper**

The Big Tool Box and Garden Center (contract) - Centennial, CO  
July 2023 to September 2023

- Collect, manage, and process all A/R and A/P invoices and transactions.
- Process all aging accounts and perform collections on those past due.
- Manage all internal and external vendor contacts, bill processing, and retention.
- Manage and reconcile all daily cash, check, and credit card transactions.
- Ensure data accuracy along all databases.
- Reconcile bank statements.
- Perform month end closing duties.

Systems used: Microsoft Word, Excel, Bill.com, Quicken.

### **Accountant**

Endless sales, inc - Denver, CO  
March 2023 to July 2023

Manage the day to day processing and maintaining of:

- Bank feeds
- Transaction coding
- Bank statement reconciliations
- Balance sheet
- General ledger
- Profit and loss
- Research of anything anomalous

- Month end close
- Sarbanes-oxley (sox) reporting
- GAP

For six different corporate accounts all within QuickBooks. Other duties included inputting invoices and reconciling them within 3 separate databases. Communicating in person, within emails, over the phone or video conferencing when issues arise.

Processes used QuickBooks, Microsoft Excel, Microsoft Word, Authorize.net, EZRentOut.

### **A/P Specialist**

Dish Network (Contract position) - Littleton, CO

October 2022 to February 2023

- Worked with both internal and external vendors/ customers regarding billing issues or AP questions
- Worked with invoicing, reconciliation, and solving discrepancies.
- Audited invoices to ensure all information including PO and GL codes were correct.
- Processed 100 +/- invoices daily.
- Systems used Microsoft Excel, Word, and Oracle.

### **Accounts Receivable Analyst**

Offen Petroleum (Contract position) - Westminster, CO

March 2022 to October 2022

- Successful implementation of the ACH Batch Drafting process. facilitating multi million dollar customer accounts within both the bank account and credit card transfers.
  - Analysis and processing of aging report.
  - Assisted other financial departments such as Treasury, Billing and Invoicing.
- Systems used: Aretove, NetSuite, Microsoft Excel, Word, and Office.

### **Payroll Specialist**

Jogan Health - Englewood, CO

November 2021 to February 2022

- Directly process company employee payroll
- Address and resolve numerous employee complaints regarding payroll issues
- Address and resolve numerous employee complaints regarding expense issues
- Create and maintain company databases regarding record keeping and organization
- Create and manage company budget and expenses databases
- Create weekly multi state expense and mileage reports for governmental reimbursement programs
- Work with multiple departmental supervisors regarding daily and ongoing payroll issues
- Maintain company databases pertaining to employee salaries, personal information, pay rates, and working locations
- Work with multi state employees in the collection, auditing, and processing of company documents
- Work with interdepartmental employees to achieve company goals and tasks as necessary

### **Office Manager**

Brown Culinary Services - Denver, CO

October 2019 to December 2020

In this position I managed and maintained:

- Employee training, evaluations and new job creation
- Company policy, internal controls, and systems compliance
- Vendor, bank, and customer relationships

- Accounts Payable

I also worked analytically and logistically to improve business operations and efficiency, I worked congruently with other department personnel such as Operations and HR to assist with hiring, budget planning, and marketing.

### **Accounting Clerk**

Boulder County Government (Contract position) - Boulder, CO  
February 2019 to September 2019

General job duties included :

- Full cycle accounting including working within the purchasing department.
- Bank statement and procurement card auditing and reconciliations.
- Perform sales tax exempt compliance to include jurisdictional taxability requirements.
- Strong accounting/finance knowledge, communication skills, and problem-solving abilities.

I was also responsible in utilizing internal controls, process financial documents and to uphold all GAAP and SOX accounting practices. Processes used were Microsoft Outlook, Word, Excel, and Oracle.

### **Business Operations Manager**

Goodwill Industries of Denver - Boulder, CO  
November 2017 to April 2018

In this position I performed all managerial duties including all administrative and minor HR operations between store and corporate office including any customer or employee incidents involving physical altercations, financial discrepancies, and vendor or inventory shortages. I was also responsible for processing employee payroll to include:

- Reconcile and input payroll changes bi-weekly
- Gather timecards, submit, verify and resolve issues regarding payroll discrepancies
- Track garnishments, sick leave, jury duty, FMLA, and PTO
- Process payroll advances, terminations, and new hires
- Ensure each employees state payroll tax records are updates and any issues resolved
- Conflict resolution and people management

Other tasks to include cash accounting, nightly recording of bank deposits, vault accuracy and verification, recording profit and loss statements, resolving customer complaints, coaching employees, vendor interactions, ordering store inventory, maintaining employee morale/retention, interviewing potential new employees and terminations. This position was heavily based in a customer facing service role which meant that all issues had to be handled professionally and quickly.

### **Technical Supervisor/Project Manager**

Amgen ( Contract position) - Longmont, CO  
October 2014 to December 2015

This position required:

- Supervision of the IT department.
- Interoffice communication within other departments including Facilities and Warehouse.
- Shipping, Receiving and documenting all transactions with the organization.
- Collection and destruction of all company intellectual property and data

Other duties included fulfilling the responsibilities of head of correspondence while fulfilling administrative duties with corporate headquarters.

### **Project Manager**

Wiedenbach Brown (contract position) - Westminster, CO

March 2013 to April 2013

Prepared national accounts in new and remodel lighting construction projects. Assisted account executives, vendors and general contractors in the planning, phasing, and ordering of material. Performed Reconciliation/adjustments/follow-ups of older accounts including the reading of blueprints and working within Navision software.

## Education

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### **Bachelor's in Business Management**

University of Phoenix - Westminster, CO

February 2014 to November 2018

## Skills

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- Accounts Payable
- MS Office
- Payroll
- Accounting
- Billing
- Microsoft Office
- Oracle
- Analysis Skills
- Analytics
- Inventory Control
- Conflict Resolution
- Cash Handling
- Schedule Management
- Administrative Experience
- Computer Skills (10+ years)
- QuickBooks
- General Ledger Accounting
- Journal Entries
- Bank Reconciliation
- Auditing
- GAAP
- Office Management
- SOX
- Financial Report Writing
- Financial Statement Preparation
- Accounts Receivable
- Business Analysis

- SAP
- Profit & Loss
- Financial Analysis
- Customer service
- Microsoft Excel
- Project management
- Internal Audits
- Time management
- English
- Microsoft Word
- Human Resources
- Leadership
- Account Reconciliation
- Balance Sheet Reconciliation
- Logistics
- Bookkeeping
- Purchasing
- Recruiting
- Financial services
- Management
- Warehouse distribution
- Microsoft Powerpoint
- Property management
- Pivot tables
- Microsoft Outlook
- Writing skills
- Database management
- Communication skills
- Data analysis skills (4 years)
- Quality control (4 years)
- Securities and Exchange Commission (2 years)
- Microsoft Office
- QuickBooks
- Microsoft Word
- Microsoft Excel
- Data entry
- Accounts payable
- Customer service
- Management
- Accounts receivable

- Bookkeeping
- Accounting software
- Office experience
- Organizational skills
- Communication skills
- Accounting
- Computer skills
- Microsoft Outlook
- Time management
- Account reconciliation
- Bank reconciliation
- Balance sheet reconciliation
- GAAP
- Budgeting
- Financial acumen
- Financial statement preparation
- Google Suite
- Typing

## Certifications and Licenses

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### **Driver's License**