

# **CHRISTINA SONNENBURG**

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## **Accounts Payable/Finance Specialist Expertise, Skills & Qualifications**

- Execute and control the payments transactions from the payment run processes. Prepare and post payments.
- Make sure that files and transactions are executable and that the payments totals are in line with budgeted cash allocations.
- Prepare and record Payment Journals, and process payment voids and reversals, as necessary.
- Assist in the research and resolution of incomplete payment transactions, with specific focus on ascertaining that complete banking information is present to prevent payment rejections and files failures.
- Work with Treasury and Cash Management to get files uploaded into banking systems and to communicate payments totals so daily bank borrowing can be finalized.
- Support and assist international subsidiaries' payments run processes.
- Execute all U.S. check printing serves, and coordinate and manage the distribution thereof.
- Assist with and maintain the daily Accounts Payable email mailbox which includes, printing, date stamping, distributing, and reviewing invoices for accuracy, while obtaining appropriate approvals on all non-PO and PO invoices
- Communicate verbally or in writing with drilling field personnel regarding change orders, encumbrances and standing order balances.
- Facilitate resolution of unresolved AP issues such as open disputes, aged invoices, discount invoices and invoices pending approval
- Perform monthly closings, maintenance of accounting files, and preparation/organization of various financial forms, reports, and financial analyses, etc.
- Assisted with ad-hoc projects and general office support tasks when necessary; including responsibilities and tasks that were coordinated with and supervised by the Senior Project Controller
- Demonstrated knowledge of International/foreign Currency and Sales Tax
- Vendor maintenance
- Working with Planning and Buyers to problem solve PO invoices unaccounted for and on hold Transitioning legacy system accounting items into new accounting system and working with tight deadlines to accomplish this (Oracle to SAP)
- Scan, validate and post vendor invoices; verifying production, freight and tax pricing on all invoices (up to 1,500/week)
- Receive, research and resolve a variety of routine internal and external inquiries concerning account status including, communicating the resolution of discrepancies to appropriate persons
- Partner with all levels of internal management and external business partners to ensure processes, controls and procedures are implemented, understood, and followed
- JIB Billing
- Principle duties and responsibilities include: process and or research all types of Accounts Payable invoices/payments using a variety of systems, coding and reviewing non-documents invoices to the proper General Ledger accounts
- Process weekly payments for consulting and expense reimbursements
- Process monthly Commission payments to distributors
- Process quarterly Royalty payments
- Respond to supplier inquiries and requests
- Prepare monthly sales/use tax returns
- Maintain Vendor W-9 and Liability Certifications
- Facilitate the completion of all processes related to IRS 1099 information reporting

## **Staff Accountant Expertise, Skills & Qualifications**

- Assist with annual audits
- Perform journal entries and accruals with supporting schedules; emphasis on general ledger, accounts payable, accounts receivable and payroll.
- Assist with formal reconciliation of balance sheet accounts
- Bank reconciliations

- Assist with preparation of state and local sales tax returns
- Analyze and reconcile GL accounts and financial statements by reviewing actual to budget

<b>Graebel</b> Denver, CO (Contract) <i>AP/Staff Accountant</i>	<b>Sept 2019 – Current</b>
<b>Nite Ize</b> Niwot, CO (Contract) <i>AP/Staff Accountant</i>	<b>Aug 2019 – Sept 2019</b>
<b>Danone</b> Broomfield, CO (Contract) <i>AP/Staff Accountant</i>	<b>July 2019 – Aug 2019</b>
<b>Goodwill Industries</b> Denver, CO (Contract) <i>AP/Staff Accountant</i>	<b>May 2019</b>
<b>Inovonics</b> Louisville, CO (Contract) <i>AP/Staff Accountant</i>	<b>Dec 2018 – May 2019</b>
<b>QEP Resources</b> Denver, CO (Contract) <i>Accounts Payable Specialist</i>	<b>May 2018 – Dec 2018</b>
<b>CenturyLink</b> Broomfield, CO (Contract) <i>Accounts Payable Specialist</i>	<b>Feb 2018 - May 2018</b>
<b>Xcel Energy</b> Henderson, CO (Contract) <i>Accounts Payable Specialist</i>	<b>Sept 2017 – Jan 2018</b>
<b>Ardent Mills</b> Denver, CO (Contract) <i>Finance Specialist</i>	<b>Oct 2016 – Aug 2017</b>
<b>Zimmer Biomet</b> Broomfield, CO (Contract) <i>Accounts Payable Specialist</i>	<b>Jul 2015 – Sept 2016</b>
<b>Circle Graphics</b> Longmont, CO <i>Invoicing Specialist</i>	<b>Oct 2014 – July 2015</b>
<b>R/X AUTOMATION SOLUTIONS, INC</b> Longmont, CO <i>Office Manager</i>	<b>Nov 2011 - Oct 2013</b>
<b>MULTISOURCE MANUFACTURING, LLC</b> Lafayette, CO <i>Purchasing Agent/Accountant/Payroll/Office Administrator</i>	<b>Jan 2008 - Jan 2010</b>
<b>UQM TECHNOLOGIES INC</b> Frederick, CO <i>Staff Accountant/AP/Payroll/Tax Processor/HR Specialist</i>	<b>Jan 2006 - Jan 2008</b>

## EDUCATION

**COLORADO STATE UNIVERSITY** Fort Collins, CO  
Bachelor of Science – Accounting (In Progress)

## SOFTWARE

Oracle, SAP, Great Plains, Microsoft Dynamics Navision, Peachtree, Quickbooks, Navision, JD Edwards, OilDex, OpenInvoice, Sage and Excel (Pivot Tables, Lookups, Macros), Expensify, Concur, TRIPS, Travel Manager; ADP, ViewPoint, Quickbooks, SharePoint, Microsoft Office utilizing Word, Excel (Pivot Tables/VLOOKUP's), PowerPoint, Outlook, Project, Access, FrontPage, & Publisher; ERP/MRP Syspro and JobBoss

## ADDITIONAL SKILLS & INFORMATION

Familiarity with oil & gas terminology, knowledge and strict adherence to GAAP and (SOX)Sarbanes Oxley, financial reporting, data entry (70 WPM) and 10-key (10,000 + KPH), accounts receivable, petty cash, reconciliation, general entries, effective oral and written communications, process analysis & procedures development; application design and development; database creation and maintenance; spreadsheet solutions and statistical analysis, payroll, human resources, benefits administration, attention to detail, multi-tasking, ability to handle multiple duties; while prioritizing workload, excellent organizational skills; self-starter, team player; with ability to work well with others, participate in audit requests and other special projects as required and assigned; updates job knowledge through continuous education and training opportunities; problem-solver, ability to achieve immediate and long term goals to meet strict operational deadlines.

.I am a highly motivated full-cycle Credit, A/P, A/R and Staff Accounting professional with a verifiable record of accomplishment spanning more than ten years. I consider myself highly creative and focused and have become recognized as a results-oriented and solution- focused individual. I thrive in a challenging environment, with an effective ability to multi-task. I have established myself

with an excellence in problem-solving and attention to detail. I consider myself a professional with a positive attitude and the utmost integrity, with the ability to maintain the confidentiality and adhere to all internal and external controls. I am looking for a position and company I can grow with professionally and stay long-term.