

Christine Kempter

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To obtain a position where I can utilize my professional strengths, and gain new knowledge in my career growth.

Work Experience

Accounts Receivable Clerk

Capital Business Systems - Cheyenne, WY

2018 to Present

A/R Open mail distribute to correct departments. Enter vendor checks in system to open invoices. Process payments Via ACH and credit cards through C-net. Download compensation reports from vendors such as Canon and Ricoh. Create credit memos and apply compensation amount. Collect on past due accounts.

Halladay Motors 07/2017 to 2/2018

2100 Westland Rd Jennifer Malmborg

Cheyenne, WY 82001 (307) 634-1511

Accounts Payable Clerk

A/P Code and inter vendor invoices in the system for payment. Make sure invoices and checks are applied to the correct GL Accounts Work on sublet reports. Sent past due statements out the first of the month. Code and enter drivers invoices.

Office Clerk

Spradley Barr Motors Inc - Cheyenne, WY

August 2016 to June 2017

A/R Collect on past due invoices apply payments to customer accounts, sent past Due statements out the first of every month.

Break down cars deals made sure tax checks and payoff were made if necessary, Sent contracts to the proper banks. Created files for the customers.

Ordered office supplies and contracts for the sales department.

Office Administrator

EM Enterprises - Cheyenne, WY

December 2009 to June 2016

A/P - Manage vendor & supplier accounts, review invoices, submit for payment, type up quotes to customers, and follow up with credit checks.

A/R - Collection on past due accounts, applying payment to customer accounts, invoicing, filing customer service, dispatching drivers and all other tasks assigned.

Office Administrator

Meter General Inc - Frederick, CO

September 2006 to June 2008

A/P - Manage all vendor accounts and review invoices, apply to appropriate business account, and prepare payment.

A/R - Collect work orders, create invoices and statements, payment receiving and application, collections on past due accounts.

Human Resources - Process payroll, group policies, commercial insurance, maintained files on the following, and submitted quarterly taxes along with property taxes.

Clerical duties include various typing filing and bank account reconciliation and all other tasks assigned.

Education

Diploma in Business

Laramie County Community College - Fort Collins, CO
2001

Diploma

East High School

Skills

- Accounts Payable
- Accounts Receivable
- Receivables
- Medical Billing
- AR
- Excel
- Microsoft Word
- Customer Service
- Microsoft Office
- Account Reconciliation
- Balance Sheet Reconciliation
- General Ledger Accounting
- Data collection
- Microsoft Outlook
- Accounting
- Communication skills
- Adobe Acrobat
- Payroll
- Microsoft Excel

Certifications and Licenses

Driver's License

Assessments

Administrative assistant/receptionist – Familiar

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

All aspects of Accounts Payable and Receivable, and Record Keeping
Computerized and manual payroll processing & compensation plans, Medical Billing Specialist,
Excellent customer service skills, Insurance claim forms, Data Entry Computer skills (Word, Excel,
Publisher, Peach Tree Accounting, E Automate Accounting, Internet Explorer, DSL