

Janet Coldwell
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Summary: Seeking a professional and challenging position utilizing my accounts payable experience in an office team environment. I am looking to build a long-term career that may provide opportunities for future growth.

Employment History: **Vaisala Inc, Louisville CO** **12/08 - Present**
Accounts Payable Specialist
Responsibilities included scanning payable invoices, data entry, matching vendor invoices to purchase orders, GL account coding, use tax, computer checks and manual checks, ACH payments, wire transfers, processing 1099's, posting accounts, assists with expense reports, filing, and customer service and monitor invoice discrepancies and follow up on vendor payment discrepancies.

Western Refractory Construction, Inc, Longmont, CO **5/07 – 4/08**
Administrative Assistant
Responsibilities included opening incoming mail, answering telephone, matching payable checks to invoices, schedule travel for workers to job locations, assist bookkeeper with accounts receivable billing and filing.

Tundra Specialties, Boulder, CO **8/06 – 5/07**
Accounts Payable Clerk
Responsibilities included opening mail, matching vendor invoices to purchase orders, data entry, check runs, daily communication with inside/outside sales, purchasing, receiving and return departments, monitor invoice discrepancies and follow up on vendor payment discrepancies.

Times-Call Publishing, Longmont, CO **1/98 – 7/06**
Accounts Payable Clerk
Responsibilities included coding all payable invoices, entering invoices, distribution, computer and manual checks, use tax reports, balance payables to general ledger, processing 1099's, commissions and assistance to payroll.

Skills
Machines Operated: Oracle
BasWare scanning system
10-key Calculator by touch
MS Office 03 & 07
Microsoft Excel
Microsoft Word
Outlook
50 Words per Minute