

Mary K. Conca
2132 W 101 Circle
Thornton Co 80260

mconca@live.com
720-276-9589

Objective

To obtain a career in with a well established and forward thinking company. Allowing me bring my Accounting, Customer Service and Critical Thinking Skills to the organization.

Experience

Richmond Homes Greenwood Village, CO October2010-May2012

Job Title Accounts Payable

Responsibilities

- Purchasing orders
- End of month reports
- Accounts receivable

O'Brian Concrete Pumping Denver, CO April 2006- September2010

Job Title Accounts- Payable/Receivable, Customer Service

Responsibilities:

- Handled in bound and in bound phone calls
- Received, verified invoices and applications of goods and services
- Supervised general ledger through trial balance
- Troubleshoot customer complaints and resolution
- Responsible for cash receipts and customer billing
- Accounts Receivable/Payable

Cresco Restaurant Supply Aurora, CO April 2002 – March 2006

Job Title Accounts- Payable/Receivable, Customer Service

Responsibilities:

- Handled in bound and out bound phone calls
- Responded to customer's inquires and requests, resolved complaints
- Responsible for cash receipts
- Accounts Receivable/Payable
- Maintained up to date files and records

Keyword Summary

Experienced in Excel, JD Edwards, Word software systems, 10- key, Quick books, Quicken, Oracle, AS400, general office equipment