

DAWN SNYDER

Thornton, CO 80602

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720.810.3974

Work Experience

Accounts Payable Representative

ciachr@msn.com Gates Corporation-Denver, CO

September 2024 to June 2025

- Process 10,000+ invoices monthly as a team, individually 100+ per day per producer
- 4000-6000 lines of AP data per month per producer, 2000-3000 invoices per month
- Utilize 2/3 way match
- PO Matching
- Processing manual non-PO invoices
- Coding to GL
- Route invoices for approval
- Research and resolve discrepancies
- Resolve payment issues
- Analyze complexities and exceptions to process
- Systems: Oracle, Excel, Microsoft Outlook

Accounting Representative

Mile Hi Companies-Denver, CO

April 2022 to February 2024

- Daily receiving product to PO and vouchering
- Enter and batch Daily expenses
- Employee expense reports-review for proper business purpose and code to proper entity
- Full Cycle Accounts Payable including entering invoices, matching to PO and BOL, coding to different entities
- Manage and Scan weekly ACH and check runs for multiple companies
- Reconcile vendor statements and review aging report
- Assist with cycle counts and enter on spreadsheet

Accounting Specialist

Frontier Fire Protection-Denver, CO

October 2020 to March 2022

- AP emails, move invoices to accounting folders for entry
- Entry of monthly invoices, acquiring of jobs and PO's
- Review and Postings of invoice batches
- Daily review of Statements
- Acquire and selection of weekly payment batches

Accounting Representative

Mile Hi Companies-Denver, CO

July 2019 to March 2020

- Daily receiving product to PO, and vouchering
- Enter and batch Daily expenses
- Employee expense reports- review for proper business purpose and code to proper entity
- Full Cycle Accounts Payable including entering invoices, matching to PO and BOL, coding to different entities
- Manage and Scan weekly ACH and check runs for multiple companies
- Reconcile vendor statements and review aging reports
- Assist with cycle counts and enter on spreadsheet

A/P Staff Accountant

Timken Motor and Crane-Denver, CO

June 2016 to May 2019

- Full cycle Accounts Payable including daily processing of invoices, both PO related and coded through Epicor, for three different divisions
- Process of expense reports, per-diems, personal expenses, including review of receipts and coding to appropriate entity
- AIR Collections
- Processed weekly payment check an ACH payment runs
- Monthly reconciliation of company credit cards, and gas cards including coding to proper entity and expense account
- Entered timecards and process of weekly payroll download

Admin/ AR Representative

Synergy Health-Denver, CO

September 2008 to June 2016

- Daily administrative duties, customer service, quality release of Sterilization documents,
- Accounts Receivable including assisting with billing and managing collections process.

Education

General Education and Accounting

Front Range Community College

Various Business Courses

Parks Business College

Skills

- Sage
- Epicor
- Quick Books
- Microsoft Office Suite
- IFS
- Google Mail
- Scan Trac Quality and Shipping system

- JD Edwards
- Oracle
- Accounting
- Microsoft Excel
- Accounts payable
- Communication skills