

Debora Spaulding

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Work Experience

Accountant/Bookkeeper

Rocky Mountain Waterjet LLC - Greeley, CO
February 2020 to February 2023

- Quickbooks Desktop
- Create Invoices, Process receipts, Create & post deposits
- Enter Payables, Reconcile vendor statements, Weekly payables processing
- Reconciliation of bank and credit card accounts
- Capital project tracking & Prepaid expense tracking
- Sales tax reconciliation & payments
- Time clock management
- Reconcile time cards & submit biweekly payroll to processor
- Maintain employee files

Accounting Manager

Rubadue Wire Co., Inc. - Loveland, CO
August 2004 to November 2019

- Produce financial reports (W, M, Q, FYE)
- Produce budget to actual reports (W, M, Q, FYE)
- Maintain accounting records
- Track Cap Ex project spending
- Maintain fixed asset listing and reconcile to GL
- Reconcile bank statements
- Reconcile GL accounts
- Journal entries for accruals, allocations and adjustments
- Process AP entries
- Process AP payments
- Coordinate with CFO on annual audits by providing all required documents and files
- Calculate, file and pay use taxes
- Assist AR clerk
- Coordinate with other departments on budgets/spending
- Verify daily cash report
- Create PO's for non inventory items

Inside Sales Representative

Cameron Ashley/ABC Supply - Fort Collins, CO
2000 to 2004

- Assist customers in selecting roofing materials

- Calculate quantities required
- Process retail and wholesale sales
- Place delivery orders
- Coordinate with dispatch for deliveries
- Maintain min/max quantities of inventory
- Create PO's for inventory purchases
- Assist management with special projects

Accounting Clerk III

ConAgra Red Meats - Greeley, CO

1990 to 2000

Fixed Assets Clerk for all Red Meat divisions and locations

- Track Cap Ex project requests through approval process
- Notify appropriate parties of approval or denial
- Track spending of all approved projects
- Create and maintain files for all corporate projects
- Code and process invoices for all corporate projects
- Create monthly budget to spend report for all projects
- Maintain master fixed asset listing, including all additions, sales, retirements and transfers
- Audit projects selected by comptroller
- Create reconciliation reports for annual audit
- Coordinate with plant management on outside audit requests

Education

Associate in Accounting

Aims Community College - Greeley, CO

Skills

- Excel
- Budgeting
- Quickbooks
- Outlook
- Accounts Payable
- Payroll
- Microsoft Word
- Microsoft Office
- 10 Key Calculator
- Customer Service
- Typing
- General Ledger
- Sage 500 (10+ years)

- Journal entries
- Account reconciliation
- Balance sheet reconciliation
- Office management
- General ledger reconciliation
- Financial report writing
- Microsoft Dynamics GP

Certifications and Licenses

Driver's License

Assessments

Accounting Skills: Bookkeeping — Expert

February 2020

Calculating and determining the accuracy of financial data.

Full results: [Expert](#)

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