

# Donna McKechnie

Loveland, CO 80538

donnagdm@qwestoffice.net - 970-308-1806

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Credit Collections Contract**

Advanced Energy Industries, Inc. - Fort Collins, CO -

2017-06 - Present

Proficient in the use of an ERP/SAP program for a manufacturing company. Calling on customers for past due invoices. Reconciling accounts with payments. Posting invoices through a portal for the customer, customer specific. Running Holds List reports and sending to various persons within the company. Work the unapplied cash and aging reports to bring the customer's accounts up to date. Other duties as assigned.

### **Professional Accounting & Technical Services**

On-Site Advisor - Loveland, CO -

1995-08 - Present

Computerized accounting using Quick Books

Customize accounting processes and cycles to the need of each business client

Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger Journals, Payroll

Reconcile and Balance: Bank Statements, Credit Card Statements, Revolving Vendor Accounts

### **Accounts Payable Professional**

Vestas Wind Systems A/S - Brighton, CO -

2008-11 - 2013-02

Accounts Payable Professional • Brighton, CO • November 2008 - February 2013

Processing accounts payable invoices in the MAPICS operating system. Processing fixed assets through the MAPICS/SAP operating system. Completion of the month end process for fixed assets and entering general ledger entries. SOX compliance month end process for fixed assets, cash flow and purchase price variations.

Computerized transactions and payment processing of vendor invoices assigned, maintain communication with vendors, purchasing, receiving. General ledger journal entries, reconciliation of accounts, balance operating bank statement, sales and use taxes, fixed assets in the MAPICS/SAP operating systems, 1099 process/program, SOX compliance process, property taxes

Completion of the month end process for fixed assets and entering general ledger entries. SOX compliance month end process for fixed assets, cash flow and purchase price variations.

### **Accounts Specialist III**

Advanced Energy Industries Inc - Fort Collins, CO -

2003-07 - 2008-09

Month end process reconciliations as it pertains to the fixed assets, bank statements and general ledger entries. Sales taxes for several states and Colorado use tax process.

With the SAP IT configurer, I implemented the 1099 program within SAP to print directly from SAP: resulting in a savings of 6 hours per year. Created the process for balancing the bank statements

General ledger journal entries, reconciliation of accounts. Balance of several bank statements, which all roll up into the operating account. Process of several state sales taxes and Colorado use tax – both manual and online through the internet. Process of commission payments through the SAP system for external reps and foreign entities. Property taxes, 1099 process both manual and through the SAP operating system. Fixed assets, backup for accounts payable, accounts payable and fixed assets support for foreign entities of Advanced Energy

Create and implement new processes resulting in time savings for the company

### **Accounts Payable Specialist II**

Advanced Energy Industries, Inc - Fort Collins, CO -

1995-09 - 2003-07

Computerized transactions and payment processing of vendor invoices assigned

Maintain communication with vendors, purchasing, and receiving. Audit and prepare expense reimbursement reports. Automation of data downloads, backup for purchase requisitions and asset creation. Disbursement inquiry and stop check payment through internet banking. Ordering supplies through E-Procurement and SAP process. 1099 year end process, month end procedure including general ledger transactions. Processed the check printing using the Certex program

### EDUCATION

#### **diploma in business**

Poudre High School - Fort Collins, CO

1971

### SKILLS

Intermediate Excel, Intermediate Word, Intermediate Word, Desktop Publishing, Accounting programs, Intermediate Outlook

### CERTIFICATIONS/LICENSES

#### **Notary Public**

2016-06 - 2020-06

Notary for the state of Colorado county of Larimer