

# DONNA SCRUGGS

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📍 15612 East 96th Way Bldg. 1- C ,  
Commerce City , CO 80022

## SKILLS

- Proficient with Excel spreadsheets, HOA accounting software
- Preparation of financial records and reports
- Investigate and analyze data
- Reconciling accounts
- Journal entries
- Vendor management

## EDUCATION

BACHELOR OF ARTS:  
BUSINESS  
ADMINISTRATION -  
ACCOUNTING  
Colorado State University  
Ft Collins, CO

## PROFESSIONAL SUMMARY

Excited to start a career in a new industry that continues to challenge me and where I can contribute to a positive team environment. Professional hard worker driven to exceed goals.

## EXPERIENCE

### ACCOUNTS PAYABLE TECHNICIAN

MSI LLC

Westminster, CO

May 2016 - December 2021

- Manage accounts and files for over 40 HOA communities
- Approve invoices for vendor contracts and rates
- Communicate with vendors to resolve any discrepancies
- Code and enter invoice data into accounting system
- Review account balances and issue payments
- Research payment issues and outstanding checks
- Month end review of budgeted expenses and balance sheet accounts
- Reconcile all bank statements
- Run month end financials
- In charge of Special Assessments payables for company wide associations
- Aid accounting supervisor with any special projects

### ADMINISTRATIVE ASSISTANT

WhiteStar Consulting/JForce Roofing

Westminster, CO

June 2014 - May 2016

- Managed appointment scheduling for roofers and material drop offs
- Communicated with customers regarding expectations of roofing repairs
- Worked with insurance companies regarding payments
- Responsible for daily bank deposits and upkeep of customer accounts

### OFFICE MANAGER

Rocky Mountain Reporting

Thornton, CO

January 2011 - January 2013

- Scheduled court reports for depositions
- Complied depositions and exhibits
- Proof read documents

### VOLUNTEER

Volunteering

Thornton, CO

- Girl Scout Leader. Planned monthly meetings and activities
- Team Treasurer for competitive soccer club. Collected and recorded payments