

Ursula K. Erickson
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Lakewood, Co. 80227
(720) 288-7380(Cell)

Skills:

Accounts Receivable	Job Costing	Solomon
Accounts Payable	Excel / Office 2007	Timberline
Payroll Access	Quick Books	Sales Tax
Reconciliation	Data Entry	Peach Tree
Billing	10 key by touch	Purchase Orders

EDUCATION:

South High School: - Diploma 1986-1990
Metro State College - Science 1998-2000

EXPERIENCE:

Integrity Controls, Inc 2010-Present

Office Manager/ Accountant

Customer Service / Answer Incoming Lines A/P - A/R, Sales Taxes, Bank Statements, Deposits
Assist w/ Payroll & Paying Invoices, Assist w/ Customer Issues Assist Owner / Vice President / Sales

Golden Way Mechanical 2008-2009

Dispatcher / Office Associate Laid off

Provide Customer Service / Take Service Calls Dispatch Service Technicians / Proposals
Payroll / Job Costing / Filing Assist Owner / Vice President / Project Managers

Carnie Enterprises, Inc.

2003-2008 COMPANY SOLD

Office Manager /Accountant

Managed Small Office Assist with Marketing & Advertising of Product
Customer Service A/P & A/R / Payroll / Collections/ Billing, Reconciliation of Bank Accounts

Association of Surgical Technologists, Inc. 2000-2003

Accounts Receivable Tech

Data Entry for membership dues for a professional association with over 19,000 members.
Reconciled membership batches to Lock box batches.
Provided customer service for association members.
Worked at the national conference in registration for attendees and as a cashier in the bookstore.