

GETANEH GEBRETSADIK

PROFESSIONAL EXPERIENCE

ROCKY VISTA UNIVERSITY, COLLEGE OF OSTEOPATHIC MEDICINE

March 2023 – June 2023

Accounts Payable Clerk (Contract)

- Processes high volume accounts payable with proper invoice coding, PO matching, and approvals for multiple departments across campuses
- Processes, audits, and reconciles monthly billing expense reimbursement for receipts and proper coding
- Responds to vendor inquiries and RVU faculty/staff to resolve issues, ensure payment files are successfully transferred, and payments are authorized timely
- Ensures check printing and Electronics Payment (ACH) are efficiently processed for payment each week (100+/-week)
- Audits and processes credit card statements in concur
- Conducts 1099 maintenance and review
- Maintains vendor files and contract database
- Assists in the month-end close process including analysis of outstanding invoice accruals
- Creates and maintains Excel spreadsheets
- Inputs and maintains data entry for the department
- Trains new employees in accounts payable functions and assists with any questions or concerns
- Other duties as assigned by Assistant Controller/Accounting Manager or Controller
- Inputs and maintains general ledger entry
- Assists administration, faculty, and staff in special projects
- Participates in RVU outreach activities

STEVEN ROBERT ORIGINAL DESSERTS

October 2022 – December 2022

Accounts Receivable Analyst (Temp)

- Generated and distributed invoices, both manually and through the EDI system
- Matched invoices, bills of lading, and customer purchase orders and verified pricing and ASN
- Entered, posted, and applied lock box, cash receipts and electronic deposits
- Matched remittance advice with invoices and filed paid invoices
- Created and distributed credit memos for approval
- Researched and obtained backup documentation for all payment discrepancies
- Resolved issues within 15 days after payment received
- Maintained AR Aging Report and ensured over 90 days payment was (<5%)
- Created and distributed customer statements
- Followed up with customers for weekly collections on accounts past due 7 days or greater
- Resolved short-paid items within 15 days after payment receipt
- Updated written procedures as necessary
- Maintained customer information within the ERP system
- Maintained hard copy files of paid closed AR
- Other duties as assigned

CITY AND COUNTY OF DENVER

August 2021 – August 2022

Accounting Technician I

- Processed invoices for payment of services, verified contract rates and terms, and worked with stakeholders to ensure timeliness and accuracy of payments
- Reviewed routine accounting transactions, documents, and financial calculations to ensure the correctness and accuracy of records and data, and ensured compliance with fiscal rules, policies, and procedures
- OOH Payroll Processing
- Received and prepared routine revenue deposits from divisions or branches, and prepared bank deposit slips
- Processed over-payments
- Updated Adoption Check off
- Gift Card processing

MEADOW GOLD, Denver, CO

October 2018 – July 2021

Accounting Clerk (October 2020-July 2021)

- Provided accounting support and performed accounting and clerical functions
- Maintained accounting databases by entering data into the computer and processing backups
- Performed clerical work and interoffice support including receiving and processing mail

- Performed other duties as assigned

Accounts Receivable Clerk (October 2018-March 2020)

- Reviewed and processed customer invoices including all Lock box, ACH, Cash, Checks, and Credit Card payments
- Monitored accounts and notified customers of any discrepancies
- Communicated with customers via phone, email, mail, or in person

SELECT SPIRCE INTERNATIONAL

April 2018 – June 2018

Accounts Payable Specialist I (Contract)

- Verified all accounts payable invoices with accounting standards and internal control processes in the accounting department
- Entered invoices and check request information into the Accounting system and matched purchase orders when required
- Linked key information into the imaging system
- Collaborated with vendors, APSC team members, and other departments to resolve issues that prevented invoices from being processed
- Participated in special projects and provided backup support for other APSC roles as assigned

ZAYO GROUP, Boulder, CO

June 2017 – October 2017

Accounts Payable Clerk

- Entered and uploaded invoices into the system
- Ensured timely and accurate entry of network operations invoices
- Prepared check
- Provided outstanding customer service to both internal contacts as well as vendors
- Posted transactions to journals, ledgers, and other records

ARAPAHOE COMMUNITY COLLEGE, Denver, CO

August 2015 – July 2016

Accounting Technician I

- Posted customer payments by recording cash, checks, and credit card transactions
- Gave constant attention to processing accurate charge codes, payment detailed codes, and corrected term codes
- Researched, tracked, and resolved accounting problems
- Prepared aging

STANDARD PARKING CORPORATION/PACIFIC PARKING MANAGEMENT, Denver, CO **December 2008 – July 2015**

Vault/Cash Receipt Clerk

- Daily cash receipt entries
- Researched and resolved all cash-related discrepancies
- Enabled through their accuracy exception checks, cashiers to calculate parking fees in the case of a lost ticket

CITY AND COUNTY OF DENVER, Denver, CO

January 2014 – June 2014

Accounting & Auditing Internship

- Assisted with audits review state and federal tax documents, business statements, personal, household and business income, assets, and liabilities
- Assisted in research and verification of all oral and written statements made by the probationer

METROPOLITAN STATE UNIVERSITY OF DENVER AND IRS, Denver, CO

January 2012 – April 2012

Volunteer Service

- Prepared both federal and State of Colorado income tax returns with a focus on preparing returns for the elderly, disabled, foreign students, and low-income individuals

AMPCO SYSTEM, Denver, CO

October 2007 – November 2008

Phone Clerk/Front Desk Clerk

- Provided professional and excellent customer services
- Responded to phone calls from different customers, supervisors, and managers

CARE ETHIOPIA, Addis Ababa, Ethiopia

January 2000 – May 2007

Accounting Clerk

- Reviewed invoices and check requests
- Sorted, coded, and matched invoices
- Processed three-way matched invoices
- Processed customer payments by recording cash and checks transactions
- Updated receivables by totaling unpaid invoices

- Assisted in month-end closing, bank reconciliation, and Financial Statement preparation
- Prepared bank deposits

EDUCATION

METROPOLITAN STATE UNIVERSITY OF DENVER

Bachelor of Applied Science in Accounting

TECHNICAL SKILLS

Microsoft Office Word, Excel, PowerPoint, Access, Outlook, SAP, Salesforce, Great Plains, Lawson, DMS, First Data, Banner, Cash Net, ECS, CFMS, Employee Provider Portal, Trails Legacy Fiscal, CBMS, CCCAP and Zanzibar.