

Heidi Porth

Accounts Receivable & Accounts Payable

Competent Accounts Receivable & Payable Specialist bringing 16 years of experience. Proficient in tracking payments, resolving billing issues and preparing account statements. Recognized as dedicated professional who is a team-player, dependable and performance-driven.

Contact

Address

Windsor, Colorado 80550

Phone

(970) 690- 3275

E-mail

porth03@icloud.com

Skills

Accurate payment posting

Expense tracking

Entry verification

Strong client relations skills

Account Reconciliation

Month-end closing procedures

Financial statements expertise

Payment posting

Aging Report Analysis

Work History

2014-07 -
2023-10

Accounts Receivable Manager

Vintage Corporation, Greeley , CO

- Managed and posted monies and rental income for over 300 rental entities, commercial properties & HOA payments.
- Reviewed accounts on monthly basis to assess aging and pursue collection of funds.
- Prepared invoices to customers, processed payments, and documented account updates.
- Submitted cash and check deposits and generated cash receipts, for over 2.5 million dollars, to record money received.
- Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
- Generated monthly accounts receivable reports to submit developments for management review.
- Monitored accounts to verify compliance with payment terms and schedules.

2007-08 -
2014-07

Accounts Payable Manager

Vintage Corporation, Greeley, Colorado

- Investigated daily variances and corrected errors to resolve discrepancies.
- Produced month-end closing reports and provided actionable suggestions on remittance for quick resolution.
- Processed invoices and journal entries with

efficiency and accuracy, resulting in decreased discrepancies.

- Oversaw bookkeeping and accounting systems and entered data into systems accurately.
- Oversaw office accounting functions such as AP/AR to keep finances accurate and current.
- Oversaw 300 vendors for accurate payables.
- Partnered with finance team to complete month-end accruals and account reconciliations.

References

References upon request.

Education

1999-08 -
2003-05

Business

University of Northern Colorado - Greeley, CO

1995-08 -
1999-05

High School Diploma

Fort Morgan High School - Fort Morgan, CO