

Jennifer Parrill

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Seeking a challenging accounting opportunity where I can grow professionally and personally.

- Full Cycle Accounts Payable
- Full Cycle Accounts Receivable
- Data Entry w/ speed and accuracy
- W9 maintenance/1099 Preparation
- Superior organizing and multi-tasking
- Sales and use Tax
- Bank Reconciliation
- Financial reporting
- General ledger
- Business to Business collections
- VAT Taxes
- Travel expense accounting

Work Experience

Staff Accountant

Quality Biomedical - Boulder, CO

April 2021 to Present

Full charge cash application, Bank Reconciliation, Sale Tax filings for multiple states, journal entries, Month end fixed assets reconciliation, using Quick Books online, Assistance with Journal entries in accounts payable and accounts receivable.

Accounting Clerk

Archer DX Inc.: Biotechnology Company

March 2018 to May 2021

- Weekly business to business collections and Reporting for the US and Internationally
- Invoicing
- Calculation of VAT taxes for all International invoices
- Calculation of sales and use tax with the use of Avalara software
- Responsible for all cash receipts applications
- Reconciled accounts receivables monthly financial reporting
- Reconciled all credit card payment monthly and financial reporting
- Prepared and filed VAT taxes and Sales and use taxes monthly and quarterly
- Maintained all accounts receivable journal entries
- Maintained and reconciled all customer accounts
- Assisted in 3 audits of accounts receivable and accounts payable and sales and use tax to qualify the company to go public

Accounts Payable Clerk

Anadarko: Oil and Gas Industry
July 2016 to August 2018

- Coding and entering high volume invoices for payment
- Covered front desk duties
- General ledger entries

Bookkeeper

Lou's Barber
September 2010 to May 2016

Shop: Busy Barber Shop

(Responsible for creating the business plan, and creating the mission Statement

(Advertising and all internet marketing

(Coding and entering all vendor invoices such as rents and supplies, insurance, and utilities.

(W9 maintenance and year end 1099 reporting.

(End of the year Tax filing

Accounts Payable Clerk

Accountemps and Manpower
October 2010 to March 2011

Crop Production Services: Agricultural Retailer

(Assisted in Company vendor set and cleanup project. These vendors were entered into an Excel spreadsheet to be transferred into People soft Software.

(Found and located many duplicate vendors, deleted them from Oracle and the Excel spreadsheet

(Sent letters to vendors that were missing signatures on important documents.

Accounting Specialist

Turf Equipment
March 2006 to July 2010

(Reconciling bank and credit card statements

(Quarterly sales and use tax for Denver and New Mexico locations

(Reconciling of all GL accounts

(Payroll full cycle

(W9 maintenance and 1099 reporting

Accounts Receivable Clerk

Accountemps and TG Staffing
August 2001 to March 2006

Ellen Equipment: Construction Equipment Sales:

(Receiving lockbox ACH payments and applying to customer accounts.

(Accurately preparing deposits

(Bank reconciliations

Accounts Receivable Clerk

Geodis: Logistics Company - Plains, TX

Accounts Payable Clerk

Western Gas Resources: Oil and Gas Company

- (Processing a high volume of invoices daily.
- (Auditing and accruing sales and use tax.
- (P-Card auditing,
- (Matching PO's using a paperless system. Oracle and Excel

Education

BA in Accounting

West Wood College - Denver, CO
2003 to 2005

Skills

- MS Excel
- Word
- QuickBooks certification
- Oracle
- Timberline
- AX Microsoft Dynamics
- Great Plains
- Access
- Oracle
- Star Office
- MS Works
- Fresh Books Certification
- Odoo accounting software