

Jennifer Pipping

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Professional Summary

A dependable and organized accounting and administrative professional with documented expertise in finance, office management, and inventory control. Proven track record of advancing initiatives that improve efficiency, accuracy, and bottom line revenue. Offer keen attention to detail and analytical problem-solving skills to improve and automate processes and procedures. A loyal employee who willingly takes on additional responsibilities and seeks opportunities to contribute to organizational success.

Key Skills

Accounting and Bookkeeping	Budget Development and Analysis	Processing Payroll
Office Management	Account/Bank Reconciliations	Inventory Accounting
Administrative Operations	Month End Reconciliations	Expense Reports
Accounts Payable/Receivable (AP/AR)	Asset Management	Vendor Interfacing
General Ledger Reconciliations	Scheduling and People Management	Payment Collections
GAAP Knowledge	Policy and Procedure Development	Data Entry

Computer Profile: Certified in Microsoft Office Suite (Word, Excel, PowerPoint); proficient with MAS90 Accounting ERP Software, Fleetrac and Adobe Illustrator

Career Experience

COMMERCIAL RESINS CO., INC./INNOVATIVE DISTRIBUTION SERVICES (IDS) - Henderson, CO **9/2009 – 4/2017**

A producer and supplier of industry standard corrosion protection materials serving the oil and gas industry and construction clients.

Business Manager/Staff Accountant/Inventory Manager

Partnered with the CFO and President to manage accounting, finance, operations, and inventory asset management for \$MM in pipe materials.

- Managed payroll entry for up to 25 employees and prepared data for a third-party payroll processing company.
- Coded payables and cut checks for up to 150 vendors and contractors.
- Coordinated accounts receivables, including sales orders, invoicing and billing, collections, and monthly GL entries.
- Assisted the CFO with month end journal entries related to depreciation, prepaid expense, inventory adjustments, and intercompany account reconciliations.
- Established and maintained accounting, payroll, reporting, and marketing systems for business partnerships.
- Led all inventory management activities, including audits, documentation and reporting, and review of quality control records.
- Created marketing communication materials, including brochures, business cards, product pamphlets, and website updates.

Key Contributions:

- Created a new inventory system which was implemented at two locations.
- Developed new procedures to document incoming pipe and mitigate unsubstantiated damage claims.
- Collaborated with QC, Pipe Management, and Business Management teams to streamline inventory processes, improving accuracy from 70% to 98%.
- Implemented a sophisticated ordering system that allowed for JIT inventory management, reduced overall costs, and promoting on-time order delivery.
- Managed the closing of the Sidney office, preventing deficits and ensuring no loss of product.

QUALITY BUILT - Aurora, CO

2/2006 – 7/2009

Provided third party quality assurance inspections on behalf of builders and insurance companies during construction of residential and commercial properties.

Account Coordinator

- Established and maintained productive client relationships for over 200 accounts through written and verbal communication, providing technical support, and encouraging client use of interactive web site.
- Created proposals and contracts for house and mandated insurance accounts.
- Created spreadsheets and templates to advance compliance with ISO requirements.
- Trained co-workers on execution of critical work processes and functions.

AGGREKO, LLC – Commerce City, CO

7/1999 – 9/2005

A leading rental supplier of power, temperature, and air solutions for events, power outages, and planned maintenance.

Logistics Coordinator/Administrative Assistant

- Directed office administration, accounting, marketing, and distribution functions.
- Conducted accounts payable activities, including development of purchase orders and requisitions, managing P-card purchases and statements, and submitting SMM reports to Adams County Motor Vehicle.
- Prepared rental agreements and invoices for company equipment and managed collections and cash inflow.
- Maintained inventory reports to ensure availability of stock.
- Managed shipping and receiving of inventory and rental equipment.
- Traveled to train new hires for various positions and open/close satellite offices.

Education

Purdue University - West Lafayette, Indiana

University of Evansville - Evansville, Indiana

Earned credits toward a Bachelor of Science in Wildlife Biology

Community Involvement

Volunteer and Foster – Golden Retriever Rescue of the Rockies

Volunteer Transporter – Multiple local rescues