

Jill Letherbarrow

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To find a position where my knowledge and experience are put to good use. With my extensive Accounting history I have learned how to work with different software and personalities.

WORK EXPERIENCE

AP Trade/Accounts Receivable

TSN - Frederick, CO - 2016-11 - 2017-10

Accounts Payable Trade/Accounts Receivable

- Process AP invoices for payment. 3 way matching -Manage PO's from beginning to close
- Perform Billing, Collections, Cash Applications and reporting activities.
- Utilize computerized accounting software programs and MS Excel.

Analyst

Alion - Boulder, CO - 2006-02 - 2016-04

Analyze, verify and post transactions to journals, ledgers and other records

- Analyze, investigate and correct Account Receivables entries as needed
- Perform reconciliations of moderately complex transactions
- Maintain internal control procedures of AR area
- Balance one or more general ledger accounts to subsidiary ledgers and /or systems
- Maintain and monitor an automated system in support of assigned contracts
- Prepare standard reports and ad hoc analysis for an AR area, as needed
- Check and verifies transactions to ensure consistency and accuracy of AR documents
- Troubleshoot general AR questions
- Coordinate with Collections Dept for all aged invoices
- Provide guidance to less experienced Billing Analysts
- Perform additional duties and responsibilities and as assigned

Administrator

Longmont, CO - 2004-02 - 2006-02

Review and verify invoices and check requests

- Set invoices up for payment and enter and upload them into system
- Prepare and perform check runs -Assist in month end closing
- Maintain vendor files and respond to all vendor inquires