

JILL M. SMITH

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Fort Collins, CO

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970-402-0966

ACCOUNTING SPECIALIST

Administrative professional providing coordination and facilitation support in a range of industries. Adept at contributing to the project coordination of operations, accounting, AP/AR, payroll, customer support. Provides full range of administrative support in detailed, deadline-driven environments. Works well with all levels of management, clients and staff. Core competencies include:

Customer Service | Office Administration | Generally Accepted Accounting Principles | Budgets & Forecasting | Process Improvement | General Ledger | Payroll | Invoicing | Accounts Payable | Accounts Receivable

EXPERIENCE

POUDRE SCHOOL DISTRICT – Fort Collins, CO

Oct 21- May 22

Accounting Tech

Provided support to sites and vendors. Monitored accounts payable email.

- Processed accounts payable, purchase order and non-purchase order
- Created purchase requests
- Completed journal entries
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NUTRIEN AG SOLUTIONS – Loveland, CO

Sep 11 – Sep 21

Accounting Coordinator

Provided office administration, customer service, maintained daily stats and dashboard, and processed electronic bounce backs.

- Processed accounts payable, invoice processing, open liabilities, returned/refund check processing, and check runs
- Managed office supply inventory and ordering for A/P department.
- Maintained vendor relationships.
- Onboarded new employees.

- Assured vendors were properly created and maintained in the system to process in a timely manner.

ADDITIONAL RELEVANT EXPERIENCE

KGWN TV 5

Accounting Assistant

Managed payroll and all accounts payable/receivable, billing, 1099's, employee benefits, implemented and administered all orientation procedures/packets.

EDUCATION

ASSOCIATES DEGREE IN ALLIED HEALTH

Institute of Business and Medical Careers, Fort Collins, CO

TECHNICAL PROFICIENCIES AND EXPERTISE

Microsoft Office Suite | OnBase | QuickBooks | I-Series | PeopleSoft |
SAP | ReadSoft | TAP | Service Now | Trapeze | Business Plus | Adobe