

Jodi Cox

Looking for an Office Manager or Bookkeeping position

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Looking for a office position to utilize and grow my skills.

Work Experience

Bookkeeper

Flexx Productions - Fort Collins, CO

April 2022 to Present

Main duties are managing the day to day books for an event rental company. Account Payable, bank deposits and reconciliation. Mange 8 credit cards. Owner has 4 businesses and do intercompany transactions. Fleet management is another duty outside of the normal Bookkeeper and office assistant duties.

Office Manager/Bookkeeper

Circuits West - Longmont, CO

January 2021 to April 2022

Duties are generally office duties, accounts receivables, collections, accounts payable, payroll, benefits administration, and human resources. Was hired on after being a temp from Robert Half January 2021 to July 2021.

IRP/IFTA Coordinator, Bookkeeper

Front Range Compliance - Johnstown, CO

September 2020 to November 2020

Handle clients Quarterly International Fuel Tax Agreement (IFTA) and filed yearly International Registration Plan (IRP). Did general.bookkeeping and reconciliations.

Temporary Associate

Snelling Staffing, L.L.C - Fort Collins, CO

June 2020 to September 2020

Current Temporary Position: Accounting Assistant for real-estate developer.

Duties: Backup accounting person, answer phones, Handle tenants requests. General office duties.

Office Manager

Laser Oilfield Services - Greeley, CO

May 2012 to June 2020

- Managed day-to-day office functions such as general office tasks
- Handled all financials
- Entered and oversaw AP, AR, General Bookkeeping
- Handled payroll,
- Fleet Management DOT compliance, IRP/IFTA Quarterly

- MSHA Compliance, Oversaw 3 gravel pits, have Weighmaster license
- Collected payments
- Managed office supplies
- Hired and mentored employees (40+)
- Handled faxing, copying and filing

Office Manager/Bookkeeper

D&J Services - Evans, CO

May 2011 to June 2012

General Office, HR, Payroll, Accounts Receivable, Accounts Payable, bank and credit card reconciliation.

Administrative Assistant/Billing Specialist

Good Day Pharmacy - Loveland, CO

January 2009 to May 2011

Pharmacy billing for 9 retail pharmacies

Education

Associate in Office Technology

Aims Community College - Greeley, CO

March 1992 to December 1994

High school diploma in General

Greeley Central High School - Greeley, CO

August 1988 to May 1991

Skills

- Accounting (10+ years)
- Accounts Receivable (10+ years)
- Office Management (9 years)
- Accounts Payable (10+ years)
- Bookkeeping (10+ years)
- General Ledger Accounting (10+ years)
- QuickBooks (10+ years)
- Microsoft Office (10+ years)
- Quickbooks Timesheets (1 year)
- Bank Reconciliation (10+ years)
- Account Reconciliation (10+ years)
- Financial Statement Preparation (10+ years)
- Journal Entries (10+ years)
- Balance Sheet Reconciliation (10+ years)
- MSHA Compliance (6 years)
- DOT (7 years)

- IRP/IFTA (7 years)
- Data Entry (10+ years)
- GAAP (8 years)
- Payroll (10+ years)
- Certified Notary (7 years)
- Customer Service Skills (10+ years)
- Accounting Software
- Microsoft Excel
- Microsoft Word
- Customer Service
- Office Experience
- Medical Coding
- Data entry
- Bookkeeping
- QuickBooks
- Benefits Administration
- Tax Experience
- Administrative experience
- English
- Microsoft Office
- Baking
- SAP

Certifications and Licenses

Public Notary June 2022

June 2022

Assessments

Data entry: Accuracy — Highly Proficient

June 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Scheduling — Highly Proficient

November 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Highly Proficient

September 2020

Tendency to be well-organized, rule-abiding, and hard-working
Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

September 2020

Speaking clearly, correctly, and concisely
Full results: [Highly Proficient](#)

Customer focus & orientation — Expert

June 2020

Responding to customer situations with sensitivity
Full results: [Expert](#)

Numerical reasoning skills — Highly Proficient

June 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.
Full results: [Highly Proficient](#)

Office manager — Highly Proficient

December 2020

Scheduling and budgeting
Full results: [Highly Proficient](#)

Working with MS Word documents — Highly Proficient

September 2020

Knowledge of various Microsoft Word features, functions, and techniques
Full results: [Highly Proficient](#)

Management & leadership skills: Impact & influence — Highly Proficient

June 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.
Full results: [Highly Proficient](#)

Managing accounts in QuickBooks — Highly Proficient

March 2022

Using QuickBooks software to manage business financials
Full results: [Highly Proficient](#)

Retail customer service — Highly Proficient

June 2020

Comprehending and responding to retail customer needs.
Full results: [Highly Proficient](#)

Delivery driver — Highly Proficient

July 2020

Interpreting instructions, reading maps, and solving problems.
Full results: [Highly Proficient](#)

Managing accounts in QuickBooks — Highly Proficient

March 2022

Using QuickBooks software to manage business financials

Full results: [Highly Proficient](#)

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