

Johanna Carter

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Work Experience

Senior Accounts Payable Specialist

Dividend Restaurant Group - Denver, CO

June 2021 to Present

Full Accounts Payable for over 70 restaurants

Accounts Payable Clerk

Vaco - Longmont, CO

May 2021 to June 2021

- Vendor cleanup project for a brewery

Accounts Payable Specialist

High Country Search Group - Denver, CO

February 2021 to May 2021

- Accounts payable for a large oil and gas company.
- High Volume invoice processing
- Monthly vendor reconciliation

Accounts Payable Supervisor

Green Valley Grocery - Corporate - Las Vegas, NV

December 2018 to March 2020

- Full Accounts Payable processing for over 60 stores
- Managing AP upgrade to Laser Fiche import and storage software. Working with IT department to test, trouble shoot bugs.
- Worked through switch from Great Plains to PDI ERP system. Had dual entry AP, for a couple of months.
- Invoice entry, GL coding, imports as necessary for all accounts payable invoices.
- Rent and Cam payments
- Employee auto and phone allowance payments (EFT)
- Garnishment payments
- Weekly check, EFT and credit card payment processing
- Supervise reconciliation of trade accounts

Cash Management Specialist

MM Development Company, Inc - Las Vegas, NV

July 2018 to December 2018

Daily reconciliation of 30-40 tills and Cash Sweeps

- Count total cash received, bundle cash, roll change and prepare for deposit. \$60k - \$100k per day
- Export daily cash and debit card reports to utilize in daily sales spreadsheet
- Assisted in grand opening of 16,500 sf retail local which is the largest in the world

Accounts Payable Analyst

Capstone Restaurant Group - Boulder, CO

March 2018 to May 2018

Full cycle accounts payable, included check runs and sent monthly statements to vendors

- Resolved pricing discrepancies for 50 restaurants
- Filed and paid sales and use tax, tracked utility costs for all locations
- Reviewed, processed and issued expense checks for region and did corresponding journal entries

Accounting Assistant/Bookkeeper

Addison Group - Boulder, CO

October 2017 to February 2018

Full cycle A/R, which included payment application, collections, issued/sent invoices, sent monthly statements, resolved customer disputes and issued checks

- Prepared and deposited checks/cash in bank, via Fed-Ex and in person
- Accounts payable, check runs, reviewed monthly statements and resolved pricing discrepancies
- Issued purchase orders, tracked due dates and expedited requests
- Customer service included project tracking, established SOP for sending out order acknowledgements to customer, resolved disputes, established SOP for sending customer shipment notifications which included tracking information, communicated with customer regarding delays
- Established SOP for shipping/customer pick up which included requiring signature, noting tracking information, verifying quantities sent on shipping paperwork turned into the accounting department
- Established protocol that all original documents were given to accounting department
- Worked with receiving to create and implement SOP for order requests and for receiving

Accounts Receivable Specialist and Collection Analyst

Exxel Outdoors, LLC - Boulder, CO

October 2016 to October 2017

Business-to-business collections. Responsible for \$8mil-\$10mil of aging report

- Portal collections for top vendors, which included Walmart, Amazon and Target
- Researched any invoices not approved for payment, uploaded packing slips and issued disputes in portal
- Cash applications, matched and applied a variety of payment types (checks, credit card, wires and EDI payments) to invoices in NAV, researched overpayments and credits, provided information to chargeback team on short payments, journal entries and worked with customer service on any short payments on Commerce invoices
- Investigated cause and determined Company used incorrect value for customer purchase order stemming from mislabeled incoming PO received from our customer and worked with IT depart. to resolve the issue
- Gathered required documents and processed letters of credit with banks, which enabled direct payment from bank for large international orders, which shipped out of the branch in China. \$500-\$5million orders
- Entered disputes for 6 month old invoices which resulted in collecting \$14,000+
- Worked with sales department for any credit memos required for employee mistakes discovered during investigation of pricing disputes. Established protocol in conjunction with IT department for documentation of deviations to SOP, to assist accounting payable department with researching vendor disputes

Self Employed

Stay At Home Mom - Longmont, CO
May 2015 to October 2016

CSR II

Trulite - Aurora, CO
September 2013 to April 2015

Processed full cycle accounts receivable for branch COD/CIA accounts

- Investigated and resolved customer disputes
- Order entry and customer service

Accounting Assistant

Custom Window Company - Englewood, CO
June 2011 to August 2013

Processed full cycle accounts receivable for \$20 million in yearly revenue

- Audited, entered and set up checks for sales reps monthly expense reports
- Month end journal entries, end of month bank reconciliation, audited dual system A/R to ensure entries
- Processed biweekly payroll for 100 employees, issued 401K payments
- Unemployment and multi-state payroll tax payments and reports
- Managed benefits and 401k for employees, on boarded employees including providing company handbooks, processing W-4, I-9, employee eligibility verification
- Audited purchasing agreements, accounts payable experience included check runs
- Did auditing and financial reporting as needed for the controller
- Processed and tracked progress billing in order collect money for large (\$300k-\$1mil) projects

Inside Sales

Serious Materials - Longmont, CO
June 2009 to April 2011

Maintained NFRC templates with correct information

- Helped create a SOP within the organization and their network of dealers for order processing
- Company had over \$40 million per year in revenue
- Reviewed and processed incoming orders, scheduled orders, provided due dates and status updates to dealers
- Entered sample and remake orders into the Paradigm system
- Entered customer invoices from Paradigm system into Great Plains accounting system
- Implemented the process for applying NFRC labels to window and door products

Purchasing Assistant

Custom Window Company - Englewood, CO
March 2001 to April 2009

Managed and controlled inventory, purchased replenishment inventory and overhead items, tracked/expedited all purchase orders, used Solomon system for entering purchase orders, running reports and invoicing

- Served as acting purchasing manager for 2 months for company that had between 5-10 million in revenue
- Handled purchase orders up to \$500k, orders were accurate and timely without any disruptions in manufacturing

- Handled A/P functions, resolved invoicing disputes, entered invoices and reviewed monthly vendor statements
- Part of a junior management team which drafted and implemented standard operating procedures
- Drafted purchasing department training forms, implemented submittal process which helped to eliminate mistakes

Education

Certificate in Accounting

Front Range Community College

Skills

- A/P (8 years)
- RECONCILIATION (2 years)
- PAYROLL (2 years)
- A/R (2 years)
- SOLOMON (8 years)
- AP
- Accounts Payable
- Accounts Receivable
- Quickbooks
- Microsoft Dynamics GP
- Bank Reconciliation

Certifications and Licenses

Driver's License

Additional Information

ACCOUNTING SKILLS

- Payroll, Bank Reconciliation & Month end
- Employee benefit management and on boarding of employees
- A/P, A/R, General Ledger
- Cash Management, Cash Counting, Cash Application, 10 Key

COMPUTER SKILLS

- Excel, Word, Outlook and Adobe
- Software experience: Solomon, GSS (ERP System), NAV, Quick Books, SharePoint, Great Plains and Paradigm