

John Tietsort

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Professional Summary

Sr. Accounts Receivable Specialist with over a decade of expertise in finance and accounting, known for implementing innovative solutions that streamline processes and enhance efficiency. Proficient in Microsoft Office, Salesforce, Sage Intacct, and QuickBooks, with a proven track record of automating workflows to reduce workload and improve accuracy. Passionate about leveraging technology to optimize financial operations and ready to tackle new challenges in dynamic environments.

Authorized to work in the US for any employer

Work Experience

Sr. Accounts Receivable Specialist

WellSky / Mediware Information Systems-Overland Park, KS

January 2023 to Present

- Process and apply all Intacct payments. I simplified and automated the daily lockbox process reducing the average time necessary for completion from four hours per day to less than an hour per day. I also streamlined the autopay process allow for for easier tracking and processing of payments.
- Create and disperse weekly consolidated reports for ease of tracking WellSky's account receivables across all business units. I was responsible for adding Oracle to this reporting process with the other business units.
- Perform general ledger reviews and monthly bank reconciliations. I was able to automate this process, reducing the workload from daily maintenance to once monthly monitoring.

Accounts Receivable Specialist

Trevipay-Gardner, KS

October 2021 to January 2023

- Managed my book of accounts, as well as provided support for unassigned accounts.
- Communicated with customers in order to ensure payments were being made on time and provided compromise as needed and approved in our operating processes.
- Ensured payments were applied per the customer's provided remittance instructions and evaluated payments or partial payments unable to be fully applied. This included reconciling accounts based on payment information, billed invoices, previously provided remittances, as well as other documents provided by customers.
- Initiated payment transfers, chargebacks, refunds, manual applies, and zero dollar washes through Service Cloud (Salesforce).

Amarr Commercial Expert

Entrematic-Lawrence, KS

February 2019 to October 2021

- Communicated with clients in order to create quotes and process invoices.
- Created and processed orders from approved quotes.
- Created custom use excel calculator program for garage door components that was later implemented company wide.

- Used systems such as Microsoft Office with an emphasis in Excel and ADP.

Accounts Payable/Sales Associate

Leach Camper Sales-Council Bluffs, IA

February 2015 to February 2019

- Family owned business which allowed me to train in all departments including sales, finance, accounting, and service management.
- Used Quick Books in order to pay invoices billed to us and process other payments as needed.
- Reviewed service agreements, financial documents, and other information to ensure both our finance and service departments were providing proper service as well as maintaining and increasing profit.
- Provided IT service and training to all staff as needed.
- Trained new employees, and stepped in as sales manager throughout my time.
- Created promotional materials and events in order to increase customer base.

Education

Community College

Iowa Western Community College-Council Bluffs, IA

August 2013 to May 2015

Skills

- Microsoft Office (10+ years)
- Sales Management
- Accounts Receivable
- Operating Systems
- Salesforce (4 years)
- Accounts Payable
- QuickBooks
- Account Management
- Pivot tables
- Accounting
- Account reconciliation
- Auto Service Management
- Journal entries
- Office management
- Analysis skills
- Workforce management
- Analytics
- Business analysis
- Workday
- SharePoint
- Oracle (2 years)

- Sage Intacct (2 years)
- Microsoft Outlook (10+ years)
- Quality control
- Communication skills
- Basic math