

Jolene Schulte

Accounts Payable

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 (970) 302-4270

 4516 15th St Greeley, CO, 80634

EDUCATION

AIMS COMMUNITY COLLEGE

Greeley, CO

Accounting Certification Accounting/Tax
(May 2018)

UNIVERSITY OF NEBRASKA-OMAHA

Omaha, NE

Associate in Science (A.S.)

WESTERN DAKOTA TECH

Rapid City, SD

Dental Assistant Certification (May 1991)

ADDITIONAL SKILLS

Sage 50, Quickbooks, Payroll, MS Office,
Customer Service

Operations Management, Business
Administration, Team Development

Tax Preparer at Aims Community College
2020 tax season

CAREER OBJECTIVE

Adaptable professional with 17+ years of experience and a proven knowledge of accounts payable, payroll, and customer service. Aiming to leverage my skills to successfully fill the Accounts Payable role at your company.

EXPERIENCE

BOOKKEEPER/ACCOUNTS PAYABLE/SURGERY SCHEDULING COORDINATOR

Welch Eye Center, Greeley, CO / Jul 2019 - Present

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Receive, record, and bank cash, checks, and vouchers.
- Match order forms with invoices, and record the necessary information.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Prepare and process payroll information.
- Design, evaluate and modify benefits policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Fulfill all reporting requirements of all relevant government rules and regulations, including the Employee Retirement Income Security Act (ERISA).
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Complete insurance or other claim forms.

TAX PREPARER

Anderson & Whitney Accounting Firm, Greeley, CO / Jan 2021 - Apr 2021

- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.

ACCOUNTS PAYABLE

Robert Half, Fort Collins, CO / Jun 2019 - Jul 2019

- Operate computers programmed with accounting software to record, store, and analyze information.

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

GENERAL MANAGER

The Egg & I Restaurant, Greeley, CO / Mar 2005 - May 2019

- Monitor budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted.
- Count money and make bank deposits.
- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Maintain food and equipment inventories, and keep inventory records.
- Schedule staff hours and assign duties.
- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities.

BANK TELLER

Bank West, Rapid City, SD / Aug 2016 - Sep 2017

- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Enter customers' transactions into computers to record transactions and issue computer-generated receipts.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- Explain, promote, or sell products or services such as travelers' checks, savings bonds, money orders, and cashier's checks, using computerized information about customers to tailor recommendations.

REFERENCES

References available upon request