

Jennifer Lynne Jones

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PROFESSIONAL SUMMARY

Talented administrative professional with background in accounting and finance.
Extensive knowledge of AR/AP, Microsoft Excel and QuickBooks software.

SKILLS

- Professional phone etiquette
 - Excellent communication skills
 - Customer service-oriented
 - Accurate and detailed
 - Excellent planner and coordinator
 - Accounting familiarity
 - Efficient with payroll practices
 - Administrative support specialist
 - Microsoft Excel proficient
 - Works well under pressure
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WORK HISTORY

02/2012 – Present

Office Manager

Aero Applicators, Inc. – Sterling, CO

Answer phones and greet all customers; Process monthly payroll for seven employees; Ensure accurate federal and state payroll reporting; Reconcile discrepancies between accounts receivable general ledger and accounts receivable trial balance account; Research and resolve accounts payable discrepancies; Responsible for invoice processing, credit memos and payment transactions; Enter financial data into QuickBooks; Streamlined bookkeeping procedures to increase efficiency and productivity; Composed effective accounting reports summarizing all financial data

03/2011 – 02/2012

Court Judicial Assistant

State of Colorado – Sterling, CO

Responsible to ensure the appropriate flow for multiple case types and that they meet judicial requirements; Accept new cases and pleadings for open cases from the general public, district attorney and public defender; Assist judges with case flow management; Process pleadings and schedule court proceedings; Intake and disburse monies owed to the court

03/2010 – 10/2010

Financial Aid Processor

Westwood College Online Campus – Westminster, CO

Processed financial aid applications for new and existing students including the review of tax returns and Department of Education regulations; Required to understand all regulations with regards to student aid and grants; Accuracy was imperative to ensure students received the correct financial aid based on their financial situation, credits being taken and year in school

07/2008 – 03/2010

Business Office and Collections Manager

Westwood College Online Campus – Westminster, CO

Oversight of the Business Office; Worked with cash management department to ensure proper handling of all cash including reconciliation; Responsible to ensure that DOE compliance is met within the Business Office; Worked closely with other managers to establish necessary policies and procedures for compliance and great student experience; Management of six full-time, non-exempt employees; Coordination and management of staffing training, assignments, and performance; Liaison between third party vendors

01/2004 – 07/2008

Director of Patient Accounts

Pridemark Paramedic Services – Arvada, CO

Designed and implemented customized financial reports; Provided financial information to accountant and auditors; Ensured contract requirements were met; Oversight of billing department including collections of all accounts receivable; Oversight of all applicable federal and state laws for compliance; Coordination of training, assignments and performance; Development of policies and procedures

EDUCATION

1982

BBA: Business Management

Kent State University – Kent, OH

- Coursework in Business Administration, Communications and Accounting