

Judy LaKay Marr
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Work History

Imagine Nation Books

October 2011- March 2020

Accounts Receivable Specialist

Preparing invoice for Payroll Deductions for events held at hospitals and large facilities. Code and apply checks to invoice, reconcile any issues and issue credit/debit memos. Run credit card charges per customer request and apply payments. Assist collections department with accounts. Reconcile payments and customer accounts. Issue customer refund checks.

Outbound Accounting Specialist- *Top sheets - receive sales order from INB - review and process weekly sales orders through bank reports, verifying prepare copies of Payroll Deduction Letter, Rebates or Purchase Orders for the billing department. Accounts Receivable and Accounts Payable duties*

Dill Dill Carr Stonebraker

November 2009 - October 2011

Bookkeeping AR/AP Accountant *for Law firm in the downtown area - using PCLaw software program duties include: daily manual checks as required by staff, accounts payable, match receivers with invoice, enter invoices and weekly check run, reconcile 5 bank accounts monthly, preparation of "Fee Income" exporting information from PCLaw into Excel format and producing reports. Assist accounts receivable clerk with posting of deposits, clients calls, monthly invoice. Back up receptionist as needed.*

Hartfield, Sonnier and Johnson, PC

August 2008 - September 2009

Bookkeeping *for CPA firm for various small business clients' records using Quickbooks. Provide monthly or quarterly financial statements. Payroll processing and reporting of quarterly payroll tax. Preparation of Individual 1040 income tax returns, limited preparation of Corporate, SCorporate and Partnership income tax returns.*

Kirkpatrick and Bertrand, PC

July 2003 - August 2008

Accountant *for CPA firm bookkeeping duties for seventeen small business clients: weekly, quarterly or annual bookkeeping, including accounts payable, accounts receivable processing, payroll processing monthly financials. Various duties for the firm included: accounts payable, payroll and human resources. Interview and train administrative assistant, supervise running of front office. Preparation of individual income tax returns, limited preparation of Corporate, SCorporate and Partnership income tax returns.*

Administrative Coordinator *- maintain front office, 7-line telephone system, schedule appointments for 3 partners and staff, and greet clients. Accounts payable, accounts receivable, process monthly statements and finance charges, payroll and human resources for firm. Process tax returns upon completion, mail and maintain logs. Maintain yearly Christmas card list, newsletter. Order office supplies, rental agreements, etc*

Skills and Qualifications:

20 years administrative assistant, 5 years inventory control, 17 years accounts payable, 8 years accounts receivable. Payroll, Microsoft Office, Excel and Word, Quickbooks and various customized software programs, multi-line telephone systems, ten-key by touch, various college course at Red Rocks Community College.