

# Linda Spiers

Lakewood, CO 80226

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+1 630 286 3819

I have worked in an office environment for over 25 years and reported directly to the President.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Clerk**

J&M Development - Denver, CO

February 2022 to Present

Process draw requests, enter payables into Quickbooks, process checks for vendors. Process and update budgets in Excel. Reconcile cash on a monthly basis. Process payroll weekly and reconcile credit cards and banks.

### **Accounting Clerk**

RJ Management - Colorado Springs, CO

March 2019 to March 2020

Process Accounts Payable and disbursements, bank reconciliation, enter budgets into Excel for various properties, process bank draws.

### **Payroll Specialist**

Payroll City - Colorado Springs, CO

August 2018 to March 2019

Process Payroll, Customer Service, tax filings and administrative duties.

### **Office Manager**

FUSE, LLC - Berkeley, IL

August 1987 to May 2018

Perform all book keeping processes, planning, organizing and controlling the entire office administration. A/R, A/P, Collections, Payroll, HR & General Ledger.

## Education

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### **HIGH SCHOOL DIPLOMA**

OSWEGO HIGH SCHOOL

### **YEAR ACCOUNTING**

AURORA UNIVERSITY

## Skills

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- Microsoft Office (10+ years)
- AR (10+ years)
- AP (10+ years)
- General Ledger (10+ years)
- HR (10+ years)
- Commissions (10+ years)
- Quickbooks (2 years)
- Bookkeeping
- Front Office
- Billing
- Accounts Payable
- Marketing
- Word
- Payroll
- Accounts Receivable
- Office Management
- Financial Report Writing
- Journal Entries
- General Ledger Reconciliation
- Accounting
- Tax Experience
- Account Reconciliation
- Bank Reconciliation
- Auditing
- Microsoft Excel
- Customer relationship management
- Data Entry
- Leadership
- Financial Analysis
- Forecasting
- Financial Statement Preparation
- Pricing
- Customer service
- ACH
- Administrative experience
- English
- Construction

## Certifications and Licenses

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### **Driver's License**

### Additional Information

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Managing the department  
Payroll Processing, A/R, A/P,  
General ledger. Preparing commissions and customer service