

Mary Ellsworth

Accounts Payable

Milliken, CO 80543

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Experience working as an accounts payable clerk for various corporations. Effective and results-orientated employee with a proven track record of success and significant accomplishments. I'm a hard- worker, team player or can work independently. Very detailed oriented. I would like to use my knowledge and experience in areas of accounting to help your company excel and grow.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

SNI Companies-ANI Pharmaceutical-MN-Remote

August 2022 to September 2022

Printed invoice using 3 way Match-Receipts-PO-Approvals

Find GRN Codes

Using ERP System

Accounts Payable Clerk

Total Concrete Services - Longmont, CO

September 2016 to September 2022

- To Ensure timely and accurate payments of invoices-Using Computer Ease
- Prepare vendor cheques
- Coded all incoming invoices for approval
- Reconciled Vendor Statements
- Balanced and Coded Visa and Home Depot Statement-Using Pivot Tables
- Scanned all of A/P cheques into Intact
- COI Certificate of insurance
- MSA Master Service Agreements

Accounts Payable Clerk

Xcel Energy - Henderson, CO

October 2013 to May 2016

Entering invoices in the Maximo system (checking PO's, invoice dates, remits and invoice totals)

• Verify Invoices (checking invoice dates, invoice numbers, remits and totals) for Accounts Payable in Passport

• Balance Statement - called vendors to receive outstanding invoices

Accounts Payable Clerk

Micro Motion Inc - Emerson Process Management - Boulder, CO

March 2012 to March 2013

Entered P/O invoices into Oracle System - High volume, doing around 425 invoices a week

- Resolve Invoice Discrepancies with Buyers and Vendors
- Entered Credits when necessary
- Entered Accrual Write- Offs (Oracle Financial, Outlook And Great Plains)
- Expense Report - put remittance slips with expense reports
- Processed weekly Check Runs (put invoices together with remittance and ready for mail)
- Reconciled Statements
- Filing of invoices and Expense Reports
- Opened Mail -Answer emails - Getting invoices ready for mail - Printed Invoices when sent

Accounts Payable Clerk/Receptionist

Aerotek- Abound Solar - Loveland, CO

June 2011 to February 2012

Entered P/O invoice into Microsoft Dynamics AX System

- Reviewed all invoices for appropriate documentation and approval prior to payment
- Resolve Invoice Discrepancies with Buyers
- Reconciled statements (Great Plains)
- Sales Tax and Invoice Journals
- Processed weekly check runs
- Opened Mail and placed calls to Vendors

Data Entry

Passport and Maximo

QAD, People Soft, On Base, Oracle Financial, Outlook, Great Plains, Oracle 11i Expense Reporting (High volume, doing around 5000 expense reports a month), 14,000 kph, Data Entry by touch with accuracy, Microsoft Dynamics AX, and Excel.

Education

Bachelor of Arts in Business Administration

Anderson University

Skills

- Accounts payable (6 years)
- Computer Ease (5 years)
- Oracle Financial (1 year)
- Great Plains (1 year)
- Passport and Maximo (3 years)
- Oracle 11i Expense Reporting (High Volume) (1 year)
- 10-key 13,000 kph (10+ years)
- Bank Reconciliation
- PeopleSoft
- Account Reconciliation