

Mary Jones-Moore

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I possess a B.S. Degree in Accounting and I have more than 15 years of accounts payable experience! I am detail oriented and I am looking to work in a position that not only allows me to use my experience and skills, but a position that offers challenges and growth. I am seeking a position in a fast pace high volume environment.

Work Experience

Accounting Assistant (Accounts Receivable & Payroll)

Applewood Plumbing Heating & Electric - Denver, CO

July 2022 to Present

Enter all prepaid invoice into True Vantage (Accounts Receivable System)

Daily invoicing of checks, cash, credit card (CC), and synchrony payments

Verify, correct/confirm, and grade all DPS (Daily Performance Summary) forms for accuracy and accurate payroll info

Enter all DPS forms into Access

Run weekly tape batches for accurate weekly payroll

Daily check deposits

Daily Balancing Reports

Online CC payment processing

Scan all invoices into Global Search for future research

Accounts Payable Admin.

OfficeTeam - Robert Half Staffing Agency - Denver, CO

March 2022 to July 2022

Received invoices via USPS as well as email;

Remotely, coordinate with project managers to ensure payments were made to correct projects in a timely fashion

Project coding, and entering of all invoices into accounting system

Payments made across multiple entities

Weekly vendor checks

Journal entries; new vendor set up & vendor contact

Accounts Payable Admin.

Schomp Automotive - Centennial, CO

February 2021 to March 2022

Manage the accounts payable inbox

Set up and maintain vendor information, including vendor contact

Prepare, enter, and post vouchers into the accounting system; including GL coding

Commitment to quality and timely processing to ensure accurate payments

Weekly system generated checks & Manual system generated checks as needed

Enter and reverse accruals
Month End Reconciliation of vendor statements
Process journal entries and prepaid accounts
Work with month end reporting, including resolving discrepancies on the Aging report
Coordinate with Store managers to ensure documents are coded accurately and submitted timely for payment
Expense report reimbursements
External and internal customer care
Customer contact with vendors
Research and resolve discrepancies
Perform other tasks and special projects as needed

Office Administrator / Customer Support Specialist

Robert Half - Denver, CO
May 2019 to January 2021

Answered all incoming calls and transferred or assisted caller, making sure all matters were addressed, anticipated administrative needs of management team and executed without frequent direction, overseer of internal and external communication of information, distributed mail daily, coordinated with staff members, vendors, and other partners, interfaced with marketing team members to provide event details, scanned, prepared and uploaded documents for the management team, manually recorded meeting minutes, composed and produced a weekly bulletin in MS publishing, maintained membership database
Provided exceptional professional customer service to all customers
Assisted during vulnerable moments in making things right with customers
Collaborated with team members to provide timely solutions to customers
Responded to customers through phone calls, live chats, and emails while seeing myself from the customer's perspective, any other duties as assigned

FC Associate I (Part-time)

Amazon - Denver, CO
October 2017 to October 2020

Picking, Sorting and scanning packages for delivery; working with robots, including trouble shooting problems

Eligibility Technician II

City & County - Denver - Dept. of Social Services - Denver, CO
February 2012 to October 2018

Conducted face to face interviews with applicants to determine eligibility for public assistance benefits including Medical Food and Financial
Gathered and verified pertinent information to produce accurate and timely eligibility determination of benefits in accordance with the Department of Human Service Rules and Regulations

Data entered and updated information into Colorado Benefits Management System (CBMS) while holding the highest regards to accuracy, quality, security, and privacy of CBMS
Recorded and monitored client's changes via CBMS yearly for ongoing clients to determine continued eligibility of assistance
Customer service calls using Salesforce system

Funds Operator

Great-West Life & Annuity Insurance Company - Greenwood Village, CO
January 2007 to July 2010

Scheduled and processed dividends for payment, loaded and updated rates from the clearinghouse, processed reversals for incorrectly paid dividends, reconciled for variances with fund houses, customer assistance, and resolved discrepancies

Office Administrator

Accounts Payable (AP) Clerk - Greenwood Village, CO
September 2003 to January 2007

Received all invoices via USPS
Attached invoice to corresponding Purchase Orders (PO)
GL coding
Data entered invoices into AP system
Submitted all check info to Payroll for printing
Enveloped and mailed checks to vendors

Securities Administrator

Great-West Life & Annuity Insurance Company - Greenwood Village, CO
June 2002 to September 2003

Reconciled cash accounts, journal entries, performed limited financial analysis to assist with preparation of financial reports monthly, quarterly, and annually, reviewed and resolved discrepancies

Education

B.S. in Accounting

University of Phoenix - Aurora, CO
May 1995 to November 2001

Skills

- Organization and time management skills (10+ years)
- Excellent communication skills, verbal and written
- Great customer service skills, internal and external (10+ years)
- Thrive working in a high volume environment (10+ years)

- Adaptable/Quick Learner (10+ years)
- Self-Starter/Self-Motivator (10+ years)
- Ability to work independently (10+ years)
- Team Player/Collaborator (10+ years)
- MS Office Skills, including Excel and Word (10+ years)
- Google Docs (3 years)
- Journal Entries (10+ years)
- General Ledger Accounting (10+ years)
- Bank Reconciliation (1 year)
- Accounts Payable (10+ years)
- Accounts receivable (3 years)
- Ability to prioritize and maintain multiple projects (10+ years)
- Account reconciliation
- General ledger reconciliation
- Accounting software
- Payroll
- Oracle
- Cash handling
- Salesforce
- Accounting
- QuickBooks
- Sage
- Microsoft Excel
- Microsoft Office
- SAP
- Microsoft Dynamics GP
- Data entry
- Budgeting