

Melanie Pora

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Firestone, CO

970-590-2608

PROFESSIONAL EXPERIENCE

Epocs Manufacturing, Inc.

Office Manager/Bookkeeper

Longmont, CO

June 2022 – June 2024

Responsible for Accounts Payable and Accounts Receivable using Sage Accounting Software. Input AP invoices and prepare weekly check runs. Apply payments received to customer accounts and prepare daily bank deposits. Reconcile six bank accounts, prepare month end journal entries, accruals and monthly financial statements. Weekly processing of payroll for hourly and salaried employees.

Front Range Raynor Garage Door

Accounting Specialist

Fort Collins, CO

April 2019 – March 2020

Responsible for Accounts Payable and Accounts Receivable using Sage Accounting Software. Prepared invoicing for all residential service calls and new door installs. Applied residential and commercial account payments received, prepared daily bank deposits, petty cash reconciliations, journal entries. Balanced credit card transactions daily. Prepared all sales/use tax forms for state and city taxes. Left this position only due to the Covid-19 pandemic.

Deuter USA

Accounting Assistant

Longmont, CO

May 2018-February 2019

Primary duties in accounts payable and accounts receivable. Process vendor invoices, insuring proper approvals, GL coding and entry into accounting system. Assist team members with AP questions and vendor issues. Prepare AP reports for review. Process and record AR customer payments into accounting software. Track past due accounts and initiate collection efforts. Correspond with customers and respond to inquiries.

Frederick-Firestone Fire Protection District

Administrative Assistant II – Accounts Payable/Payroll

Frederick, CO

July 2016-August 2017

Responsible for a wide range of clerical and administrative duties with primary emphasis on accounts payable and payroll. Weekly processing of electronic accounts payable and bi-weekly processing of paper checks in Black Mountain financial system. Set up vendors, request W-9's, prepare year end 1099's. Process bi-weekly payroll for all firefighters/paramedics and administrative staff. Prepare financial reports as requested for budget purposes. Answer phones, greet and assist incoming visitors.

Express Employment Professionals

Business Development Coordinator

Longmont, CO

October 2015-June 2016

Assignment at Celestial Seasonings. Enter settlement requests in Synectics Account Review software for distributor rebates and bill-backs for products sold. Utilize Excel VLOOKUP function and pivot tables to prepare data entry for these settlement requests. Upload product images and nutrition facts to e-commerce website for Walmart.com and Amazon.com. Order and track product samples shipped to customers and distributors. Prepare sales and rebate reports using Business Objects reporting software.

Administrative Assistant/Accounts Receivable

January 2015-April 2015

Assignment at Frederick-Firestone Fire Protection District. Greet incoming customers, vendors and professional groups. Answer and direct inbound phone calls. Data entry, faxing, scanning and filing. Review patient care reports and prepare billing information for ambulance services. Monitor payment plans and send collection letters when delinquent. Prepare weekly deposits and revenue vouchers. Prepare paperwork for record requests from attorney's offices, county officials and hospitals.

Peaceful Valley Guest Ranch

Front Desk, Reservations (Part-time Summer Seasonal Employment)

Lyons, CO

Summer Employment 2013-2015

Daily operations at the lodge front desk. Greet guests as they arrive, check in/check out guests for lodging. Answer phones, take lodging and horseback ride reservations. Enter reservations into scheduling software. Process and log credit card and cash payments. Reconcile amounts daily. Assist event coordinators with weddings and corporate events. Facilitate the execution and timing of wedding and reception activities.

Ball Corporation

Director, General Accounting

Westminster, CO

October 2010-January 2013

Direct daily activities of accounting staff, including managers, supervisors and clerical staff. Provide shared services for beverage and food packaging divisions in the areas of accounts payable, invoicing (domestic and international), cash disbursements, vendor records and company credit cards. Coordinated the centralization of accounts payable for 19 manufacturing facilities across the country. Deployment coordinator for the implementation of Order to Cash module of JDEdwards Enterprise One financial system.

Director, Financial Operations and Controller, RMMC

April 2008-October 2010

Joint venture with Coors Brewing at their can manufacturing facility in Golden. Responsible for developing standard costs, transfer pricing and extensive variance analysis. Prepare financial statements by compiling information from JDEdwards and the Coors SAP system. Prepare annual budgets, monthly reforecasts and participate in long range planning. Prepare and present quarterly financial presentations to the Board of Directors of RMMC.

Ball Metal Beverage Container

Administrative Manager, Golden Plant

Golden, CO

March 1997-April 2008

Manage a staff of 60+ for all plant administrative areas including accounting, accounts payable, payroll, purchasing, production control, warehouse and storeroom. Fill in as Acting Plant Manager and Purchasing Agent as needed. Responsible for implementation of Storeroom/Purchasing module of JDE One World software. Pilot plant for implementation of Workbrain timekeeping system. Responsible for this project from discovery phase through implementation. Organized all training for supervisors and managers. Coordinate annual PricewaterhouseCoopers and Internal Audits, assuring compliance with SOX requirements.

Plant Controller, Golden Plant

August 1994-March 1997

Supervise accounting staff, accounts payable, data processing and plant accountant. Review all production, sales and inventory transactions. Prepare reports for production numbers and asset utilization. Prepare monthly financial statements for management. Develop product standards for use in standard cost accounting. Prepare annual operating plan and reforecasts. Reconcile sales system to finished good inventory system. Supervise physical inventories of finished goods.

EDUCATION

Regis University, Denver, CO

Master of Business Administration – Operations Management

University of Colorado, Denver, CO

Bachelor of Science –Accounting/Graduated Magna Cum Laude