

## MONIKA GAIER

**SUMMARY** Accomplished Accounts Payable Coordinator with a high degree of professionalism and strong resolutions capabilities. Maintains 100% accuracy in processing invoices. Proficient at vendor management and thrives in challenging, fast-paced environments. Dedicated to providing current state-of-accounts reports to inform cash flow management decisions.

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<b>HIGHLIGHTS</b>	Vendor Management	Accounts Administration
	Bank Reconciliation	Microsoft Software
	General Ledger Reconciliation	QuickBooks
	Tax Analysis	Citrix
	Reporting	Proactive
	Regulatory Compliance	Self-motivated
	Budget Control	Detail-oriented
	3 Way Matching	Organized
	Financial Analysis	Bilingual (German)

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**EXPERIENCE**      **ACCOUNTS PAYABLE COORDINATOR**  
**SPIRIT HOSPITALITY - FORT COLLINS, CO**

January 2017-Present

- Efficiently process vendor invoices and maintain QuickBooks
  - Maintain all vendor and investor accounts
  - Verify details of transactions, including funds available and total account balances
  - Reconcile QuickBooks and excel cash flow documents
  - Coordinate approval processes of all accounts payable invoices
  - Balance batch summary reports for verification and approval
  - Research and resolve owner, management and staff questions and problems
  - Prepare financial and cash flow reports
  - Process 1099s and other year end forms and reports
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**A/P, A/R & CUSTOMER RELATIONS SPECIALIST**

**LPR CONSTRUCTION – LOVELAND, CO**

September 2013-September 2016

- Verified details of transactions, including funds available and total account balances
- Maintained US and Canadian vendor accounts and relationships
- Efficiently processed vendor invoices and maintained up-to-date system
- Filed multi-state sales and use tax
- Processed and managed liens
- Rectified escalated accounts payable issues from vendors

**A/P & A/R SPECIALIST/OFFICE ASSISTANT**

**CEDAR SUPPLY – FORT COLLINS, CO**

September 2012-September 2013

- Efficiently processed vendor invoices and maintained up-to-date system
- Collected and processed payments and deposits
- Managed all front desk duties
- Provided impeccable customer service

**FRONT DESK AGENT**

**NORTHERN COLORADO AIR – FORT COLLINS, CO**

January 2012-September 2012

- Collected and processed payments and deposits
- Managed all front desk duties
- Provided Impeccable customer service

**LEASING AGENT**

**COWBOY PROPERTIES – FORT COLLINS, CO**

January 2006-September 2007

- Created property leases
  - Scheduled business meetings and property showings
  - Answered multi-line phone system
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