

NANCY BELL

Wheat Ridge, CO
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Skilled Accounting professional with extensive experience in accounts payable, accounts receivable, payroll processing, and data entry. Known for accuracy, efficiency, and strong organizational skills. Seeking an Accounting Clerk role to leverage expertise in financial processing and commitment to high standards.

EXPERIENCE

OFFICE MANAGER

JV and Associates | Wheat Ridge, CO | 2013 – 2024

- Managed a team of 12 in billing, accounts receivable, accounts payable, and collections.
- Processed payroll for 100 employees weekly, including handling all tax calculations and compliance.
- Managed accounts payable and receivable processes, ensuring accuracy and timely completion.
- Conducted reconciliations, tracked expenses, and assisted with month-end closings.
- Communicated with vendors and customers to resolve billing inquiries and maintain positive relationships.

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE SPECIALIST

Rocky Mountain Readers Service | Wheat Ridge, CO | 2000 – 2013

- Managed accounting department of 6 and collections department of 10 people.
- Processed payroll for over 150 employees per week, ensuring accuracy and compliance.
- Oversaw accounts payable and receivable, managing invoicing, payments, and collections.
- Reconciled accounts monthly and supported financial reporting.
- Assisted with audit preparations and documentation requests.

ACCOUNTING CLERK / DATA ENTRY SPECIALIST

IMS Readers | Wheat Ridge, CO | 1992 – 2000

- Performed accounts payable, receivable, and payroll functions with attention to detail.
 - Maintained accurate financial records through high-volume data entry.
 - Supported month-end closings and generated financial reports.
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SKILLS

- Accounts Payable & Receivable Management
 - Payroll Processing
 - Data Entry & Financial Recordkeeping
 - Account Reconciliation
 - Financial Reporting Support
 - Proficiency in QuickBooks, Sage Dac Easy, and Microsoft Office Suite
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References available upon request