

Rachael DiMaio

Full Charge Bookkeeper/Accounts Payable/Accounting Clerk

Fort Collins, CO 80521

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Authorized to work in the US for any employer

WORK EXPERIENCE

Accounts Payable Representative II

Gold in People - Loveland, CO - 2017-02 - Present

Monitor and reconcile assigned of vendor monthly statements to AP sub-ledger and UMR.

Correspond with vendors and employees on resolutions

Resolve discrepancies and generate reports enter AP transactions

Customer Relations Coordinator Billing & Video Repair

Charter Communications - Cheyenne, WY - 2015-11 - 2016-12

Medical Assistant

Rady Children's Physicians Management Service - San Diego, CA - 2009-10 - 2012-04

Accounts Payable Specialist

TriStaff Group - San Diego, CA - 2007-10 - 2008-04

Accounts Payable Specialist

TriStaff Group - San Diego, CA - 2004-06 - 2008-04

Allstate Moving Systems Billing Specialist

Wellspring Wireless Accounting Assistant

Administrative Assistant

Accountemps - San Diego, CA - 2001-03 - 2003-10

Heating & Cooling Supply Accounts Payable Specialist

Accounts Payable Clerk

United Rentals - Modesto, CA - 1997-06 - 2000-02

ADDITIONAL INFORMATION

Skills

Medical Assistant

- Escorting patients to exam rooms
- Taking and recording vitals such as temperature, height, weight, blood pressure, O2 Sat
- Taking and recording medical histories
- Prepare patients and parents for examinations and medical procedures
- Providing assistance to physicians during exams
- Prepare and track laboratory specimens

- Dispense vaccines and shots and record into SDIR
- Set up sterile field for circumcisions
- Assist physician with circumcisions

Bookkeeper/Accounts Payable Specialist

- High volume invoice processing for Account Payables
- Received and dated invoices, printed and matched purchase orders
- Researched open credits due to customers using JDE
- Verified coding, researched invoices with problems, handled vendor correspondence
- Processed expense reports, balanced statements
- Batched and printed checks
- Balanced books ran month end reports, mailed invoices to customers
- Handled billing with vendors
- Made and recorded bank deposits as well as reconciled bank statements
- Process Payroll, Payroll Taxes, Quarterly Taxes, and Payroll Deductions
- Invoiced Customers for work done

Accounting Assistant

- Received and processed customer payments
- Reconciled all vendor accounts as well as bank accounts
- Processed customer billing
- Light A/R Collections on past due accounts
- Processed Payroll Tax payments
- Processed vendor invoices for payments while correcting any invoicing errors
- Processed all lease payments as well as tracking amount paid towards principal and interest
- Organized payments to vendor to be sent overnight and by specific date

Administrative/Office Manager

- Assisted Executive Assistant, HR Manager and Credit Manager with various duties.
- Organized and completed Product Recalls that occurred.
- Logged repairs into JDE received by customers for Technical Service Department.
- Made deliveries to customers and ordered office supplies.
- Greeted customers, answered phones, gathered and typed customer quotes