

DENISE RODRIGUEZ
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EXECUTIVE SUMMARY

ACCOUNTING PROFESSIONAL and team player with 20+ years of experience with a positive attitude looking for opportunities to build on recent experience in a fast pace environment. Extensive knowledge of accounts receivable, general accounting, staff management, process creation and management.

SKINNY PINEAPPLE

SENIOR ACCOUNTANT

SEPTEMBER 2021 – PRESENT

Responsibilities

- General AP/AR duties, including garnering invoice approvals, paying vendors, coding, and managing aged payables and invoices.
- Record all daily bank transactions, including daily sales, debit card transactions and ach payments.
- Daily/Weekly/Month end bank and cash reconciliations.
- Assist with business insurance renewals.
- Debit card receipt collection and reconciliation.
- Process employee expenses in a timely manner.
- Assisting with payroll processing

MARY'S MEDICINALS

Staff Accountant

November 2018-August 2021

- Accounts Receivable
 - Responsible for invoicing, G/L recording and timely collection of accounts receivable across several states and business units.
 - Supervise and coordinate with accounts receivable staff in Colorado, California and Michigan
 - Travel to California and Michigan to train accounts receivable staff
 - Drive efficiencies in the cash collections process and proactively managed days sales outstanding down to 30 days from 45
 - Train new AR employees and assists with any questions or issues
 - Prepare monthly AR allowance calculation for all states for the Controller to review
 - Approve all credit memos issued up to a certain dollar amount and prepares anything above that amount for approval from Controller
 - Create invoices according to company practices; submits invoices to customers
 - Draft correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment
 - Research customer discrepancies and past-due amounts with the assistance of other team members
 - Reconcile accounts receivable on a periodic (at least bimonthly) basis
 - Assist Senior Accountant in reconciling revenue accounts each month within all software systems
 - Relay changes of information to appropriate employees
 - Perform other related duties as assigned
- Operational Systems Management
 - Collaborate with Sales and Operations to ensure Quality Management System and regulatory compliance during new market expansion.
 - Perform regular reconciliations among ordering, fulfillment and METRC cannabis compliance systems to ensure efficient process flows and resolve issues.
 - Recommend and enforce system policies and procedures within the departments. Work closely with Sales and Operation departments in all states to alleviate quality problems related

Executive Assistant with Marys Medicinals**February 2016-November 2018**

- Proactively support a dynamic and fast-paced environment
- Communicate directly with vendors and other departmentsSupported associates and managers with routine, day-to-day HR questions, needs, and inquiries, ensuring you guide our teams to the right resources to ensure a quality and timely solutionAssist managers in responding to associate questions on time, benefits, accommodations, etc.
- Advanced executive administrative duties. Prepares/drafts memos, letters, reports and documentation of confidential nature.
- Coordinate special meetings and events requiring event planning, preparation of meeting materials, and logistics (may include global coordination).
- Maintain executives' complex calendars and updates constituents in real time when day of calendar changes are made.
- Complex travel arrangements and logistics for executives and for the Board of Directors. International travel arrangements may be required.

STARWOOD PAYROLL SERVICES - STARWOOD HOTELS AND RESORTS**Payroll Specialist****2013-2016**

- Accurately processed payroll for 1400+ Corporate SVO and SVR associates; utilized ADP TimeSaver, StarTime and SAP, as well as MS Office programs.
- Reviewed and uploaded employee hours worked, entered timecard adjustments, tips and gratuities; additionally prepared and printed payroll checks, updated payroll journal, and balanced spreadsheets.
- Communicated with Corporate Resort managers and staff regarding payroll-related issues.
- Responsible for maintaining accurate and timely communication with properties answering a high volume of emails up to 200 per pay period.

ARAMARK | ASU CAMPUS**2012-13**

- Sharp business acumen and experienced in managing broad scope of financial data and balancing data from accounts payable administration.
- Oversaw the timely and accurate data entry and created payment plans for student lunch programs as well processing payments .
- Spearheaded a variety of administrative support tasks, encompassing operating a 10-line phone system, handling data entry, generating reports, updating databases.
- Worked with students hands on
- Maintain relationships between vendors

RIO SALADO COLLEGE FISCAL OFFICE/FINANCIAL AID**1997-2012**

- Entrusted to handle a variety of accounts payable and third party billing-services. Processed tuition payments and set up payment plans .
- Responsible for balancing all daily transactions and creating daily deposits and bank reconciliation, also petty cash management, manual check processing.
- High volume in-bound phone calls upwards of 150 calls a day, managing and clearing debts, maintaining and updating personnel files, financial and payroll distribution , and working with customers on a one on one basis and providing exceptional customer service.
- Reviewed and analyzed student loans, multi-tasked and problems solved
- Accurate data entry using People Soft SIS System, Oracle, MS Office

PROFESSIONAL EDUCATION & PROFICIENCIES

Sharp technical proficiencies in Microsoft Office, Excel, LeafLink, Fishbowl, SAP; QuickBooks; ADP TimeSaver; ADP Enterprise; StarTime.