

# SHAWN SCHENCK

720-278-9815 | shawn.schenck4@gmail.com | Aurora, CO

## PROFESSIONAL SUMMARY

Accomplished Staff Accountant with over 23 years of experience in accounting operations, specializing in fleet billing, account reconciliations, and account management. Expertise includes streamlining processes for fleet accounts, training staff on new procedures, and ensuring timely payments across corporate and franchise locations. Transitioned to focus on national fleet account payments within the Retail Division, enhancing efficiency through Microsoft Dynamics 365. Additional responsibilities encompass payroll banking tasks, chargebacks, and operational support in financial processes. Skills include account management, strong verbal and written communication, and process improvement.

## WORK HISTORY

**St. Martin in the Fields Church** – Aurora, CO

January 2025 – January 2028

*Treasurer*

- Elected for a three-year volunteer position
- Process staff payroll monthly through ADP
- Manage 5 bank accounts and reconciliations through Realm.org
- Run P&L and Balance sheets and present results to the Vestry monthly

**Grease Monkey International/FullSpeed Automotive** – Denver, CO

June 2020 - February 2025

*Staff Accountant*

- Enhanced sales posting through downloading up to 2,000 invoices daily and posting fleet payments received on a timely basis to ensure that weekly and period close deadlines were achieved.
- Set up and maintained accurate customer accounts and developed strong relationships with fleet contacts.
- Collaborated with Field Management through weekly meetings, resulting in a 25% reduction in outstanding receivables.
- Processed high-volume general ledger entries for 300 store locations and reconciled General Ledger accounts while maintaining strict adherence to company policies and efficient account management techniques.
- Increased customer satisfaction by processing credit card refunds daily as requested by the Risk Department.
- Enhanced cash flow through efficient accounts receivable processing and monitoring of overdue payments, which resulted in lower account balances.
- Maintained strict adherence to company policies regarding late fees, write-offs, and other financial transactions related to accounts receivable management.
- Quick to adapt to new ERP systems - transition from Sage 200 to Microsoft Dynamics prepared me to learn other systems.

**Grease Monkey International/FullSpeed Automotive** – Greenwood Village, CO

January 2002-May 2020

*Fleet Accounting Manager*

Corporate Accounts Receivable and Accounts Payable

- Managed fleet invoices for 240 franchised and Company-owned locations
- Entered store invoices into Sage 200.
- Submitted billing to 35 National and Regional fleets bi-weekly.
- Posted payments for fleet accounts and reimbursed stores bi-weekly.
- Increased sales by setting up new national and regional fleet accounts and providing fleet requirements to store owners and center managers.
- Maintained consistent contact with fleets to resolve payment issues and pursued collections on past due invoices.
- Reduced invoice write-offs by training franchisees and store managers on fleet processing requirements by sending training materials via email, and presenting in-person training to store employees and franchise owners.

## SKILLS

- Microsoft Office Suite: EXCEL - V-LOOKUP, Pivot Tables, PowerPoint, Word
- Generally Accepted Accounting Principles (GAAP)
- ERP Systems: – Sage 200, Microsoft Dynamics 365
- Knowledge of ISI and E-Lube Website (Center POS systems).
- Prioritized tasks to reach daily, weekly, and monthly cash and General Ledger posting goals.

## EDUCATION

Associate of Arts in Accounting- University of Phoenix