

Robin Duttry

Do-it-all Accounts Payable/Accounts Receivable/Payroll Specialist

Fort Collins, CO

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I will be relocating to the Fort Collins area at the end of April, 2019 and am seeking a position where I can put my strong work ethic, top-notch education, and previous accounting experience to work.

I've worked in Accounting for more than 16 years. In 2013, I lost my job as Accounting Manager with a local newspaper when the company was sold. That was when I decided to take advantage of the situation and enrolled in the Business program at Penn State University, DuBois Campus. In May 2015, I graduated with a 3.72 GPA and an Associate of Science degree in Business Administration. Upon graduating, I worked for a family-owned group of car dealerships as their Accounts Payable/Accounts Receivable Specialist for nearly 3 years.

I'm very detail-oriented, organized, and have no problem working independently. I have grown accustomed to using the Microsoft Office Suite, to include Word, Excel and Outlook. I pride myself on being able to work well with both my superiors and fellow co-workers and have excellent verbal and written communication skills. I've used many different software programs over the years and have always been able to quickly master each one. With regard to multitasking, I've found that to be successful, I must do a little planning, group similar tasks together, eliminate distractions, check to make sure that I'm staying on track, and take time to review my work.

I am available for an interview on Monday 4/8/2019, or Tuesday 4/9/2019 as I will be in the Fort Collins area looking for housing. Please call or e-mail me. I'd love to meet with you to discuss my qualifications for this position.

Willing to relocate to: Fort Collins, CO

Authorized to work in the US for any employer

Work Experience

Office Assistant

Penn Highlands Healthcare - Gastroenterology - DuBois, PA

September 2018 to Present

- Receives patients at a busy, multiple-provider practice
- Schedules appointments
- Verifies and updates patient records
- Maintains the confidentiality of all patient information
- Scans numerous types of documents into patients' charts
- Monitors incoming faxes
- Routes documents to the appropriate providers and staff
- Answers phones and documents all patient communications
- Provides clerical support for medical office personnel

Accounts Payable/Accounts Receivable Specialist

Stoltz Family Dealerships - DuBois, PA

September 2015 to August 2018

- Entered purchase orders and invoices for payment utilizing specialized accounting software
- Processed vendor payments for four automotive dealerships on a weekly basis
- Maintained W-9 forms for all vendors
- Prepared and reconciled 1099-MISC forms at year-end
- Generated monthly customer account statements
- Responded to all billing inquires and provided customers with invoice copies as needed
- Used Microsoft Office Suite on a daily basis, to include Outlook, Word and Excel.
- Posted customer payments to accounts receivable and completed daily bank deposits
- Utilized a web-based software application to provide customers with rental vehicles
- Reviewed and posted weekly warranty payments via journal entry
- Reconciled accounting schedules and prepared correcting journal entries as needed
- Answered phones and directed calls to the appropriate personnel
- Ordered office supplies and forms for the dealerships
- Assisted the Service Department with cashing out customers

Accounting Manager

McLean Publishing Company - DuBois, PA

December 1999 to March 2013

- Performed HR functions such as processing new hire paperwork, 401(k) deferrals, health and life insurance enrollments, COBRA and FMLA administration, unemployment claims and workers' compensation reporting
- Prepared new hire packets
- Updated all employee personnel files, as needed
- Completed payroll for 75+ employees, including preparation and auditing of time cards, data entry, and completion of all quarterly payroll tax returns and payments
- Reconciled monthly health and life insurance invoices to payroll
- Prepared journal entries for all payroll-related items, to include accrued vacation, insurances and 401(k)
- Maintained the confidentiality of all employee personnel records and salary data
- Created and utilized spreadsheets in Microsoft Excel
- Completed monthly bank reconciliations
- Served as back-up for accounts payable processing, circulation accounts receivable posting and daily bank deposit reporting
- Assisted the Controller with month-end journal entries, closings, bi-weekly processing of expense reports, budget preparation, data entry, and system report generation
- Managed collection of past due advertising accounts

Office Manager

Culligan Water Conditioning - Brookville, PA

February 1991 to December 1999

- Performed credit checks and set up new customer accounts
- Managed monthly inventory
- Purchased equipment, chemicals and supplies
- Completed bi-weekly payroll and sales commissions
- Prepared and batched accounts payable vouchers on a weekly basis

- Completed monthly reports for corporate office
- Managed Accounts Receivable
- Answered phones and provided customer service
- Responded to all customer billing inquiries
- Scheduled service calls and routed deliveries
- Completed daily bank deposits
- Handled customer correspondence and collection of past due accounts

Education

Associate of Science in Business Administration

The Pennsylvania State University - DuBois, PA
May 2015

Skills

Payroll (10+ years), Accounts Receivable (10+ years), Accounts Payable (10+ years), Journal Entries (10+ years), Collections (10+ years), Receptionist (Less than 1 year), Billing (10+ years), Filing (10+ years), MS Office (10+ years), Benefits Administration (10+ years)

Awards

Penn State DuBois Dean's List

(3 out of 4 semesters)

Outstanding Adult Learner Award

2014, 2015

Who's Who Among Students in American Universities & Colleges

2015

Delta Mu Sigma Honor Society

Member, 2014 - 2015

Penn State DuBois Business Society

Member, 2014 - 2015

Harry J. Charlesen Outstanding Student Award

2014-15

Additional Information

COMPUTER PROFICIENCIES

- Windows 7
- Microsoft Office Suite

- Microsoft Dynamics SL payroll and accounting software
- CDK Drive accounting software
- GE Centricity healthcare software