

# Rowena Hutchinson

Loveland, CO

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## Work Experience

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### **Promoted to Finance Analyst II**

ECO PRODUCTS - Boulder, CO

December 2017 to February 2019

- # Calculate and analyze commissions and rebates
- # Assist sales rep with sales reporting
- # Investigate discrepancy deductions for rebates and commissions
- # Manage and update rebate contracts
- # Prepare journal entries
- # Reconcile Balance Sheet and General Ledger

### **Financial Assistant**

July 2016 to December 2017

- # Manage Return Material Authorization and apply credit memos
- # Reclassification of discounts and allowances
- # Prepare and review weekly aging analysis
- # File uncollectible debts with third party for collection

### **Accounting Specialist**

THULE Inc., (CASE LOGIC LLC.) - Longmont, CO

November 2013 to July 2016

- # Receive and review all incoming mails, invoices, and expense report for approval.
- # Input the new vendor into the system with their W-9 and manage form 1099 at year end.
- # Process payment for all approved expense report, invoices related to inventory POs' and non-related inventory POs'.
- # Manage all freight and Accounts payable accruals.
- # Prepare payments for checks, ACH, and international wire bank transfer.
- # Process commission and accounts payable accruals.
- # Calculate and report sales Tax with Avalara and used tax.
- # Run account analysis report for manager's budget forecast.
- # Manage and reconcile petty cash.

### **Accounts Payable Specialist**

NEON INC. - Boulder, CO

February 2013 to September 2013

- # Review employees expense reimbursements and credit card expense.
- # Ensures all expenses comply with company policies and procedures.
- # Receives and distributes all incoming mail for Finance and oversees incoming Accounts Payable email correspondence.

# Obtains appropriate management approval on invoices or matches invoices to packing slips received into the SL system.

### **Promoted to Accounts Payable Specialist**

TSN LLC. - Frederick, CO

March 2007 to February 2013

- # Responsible for making sure all inventory and non-inventory invoices are received, coded accurately, and entered into the AS400 system on a daily basis.
- # Ensure that all invoice information is keyed in accurately to prepare for the bi-weekly check runs.
- # Process and cut any miscellaneous checks that have been approved for payment.
- # Responsible for matching paid invoices to copy of check, back-up and mailing to vendors and filing copies in vendor files.
- # Responsible for preparation of rebate information for various McLane customers.
- # Responsible for company mail metering.
- # Process RBNI (Received but not invoiced).
- # Responsible for all payable filing before and after checks are processed with back-up to vendors.
- # Process dispenser reimbursements.
- # Process aging to update invoices that has been entered and paid.
- # Respond to all vendor calls and assist in answering any invoicing questions that may arise.

### **Accounts Receivable Clerk**

February 2006 to March 2007

- # Responsible for the daily entry of the cash application using the AS400 system.
- # Review the discounts taken by the customers.
- # Make log of all the cash on accounts.
- # Attach check with its invoice to file.
- # Review all invoices that have credits.
- # Scan Bill of lading for debit and credit memo purposes.
- # Trained as a backup receptionist and all of its duties.

### **Payroll Clerk**

Corporate Plus Inc - Boulder, CO

August 2005 to February 2006

- # Verify and review the times worked by the employee and check for reasonable hours.
- # Calculate commissions depending on service plan, features and price matched.
- # Record employment status, deductions, benefits and payroll using Great Plains software.
- # Make and void checks using Great Plains software.
- # Do background check and organize personnel, payroll, medical and insurance files.

## Education

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### **Associate Degree in Business and Accounting**

Junior Philippine Institute of Accountants - Longmont, CO

2013 to July 2015

### **Bachelor of Science in Accounting**

University of Mindanao Philippines Mindanao

November 2001