

Matthew M. Sais
4990 E 120th Place
Thornton, CO 80241
(303) 318-0384 Home

ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED MULTI-PHASE ACCOUNTING PERSON known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Accounting career spans 11 years of experience in manufacturing, retail and other industries and has included accountability for the processing of up to 2,000 invoices (\$5M) per month. Backed by solid credentials (AA in accounting) and proficiencies in generally accepted accounting practices (GAAP) as well as MS Office Suite, Great Plains software, QuickBooks, and Oracle

KEY SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations
- Vendor Negotiations & Management
- Records Organization & Management
- Journal Entries & General Ledger
- Spreadsheets & Accounting Reports
- Payroll Processing
- Month End Quarterly and Annual Closings

PROFESSIONAL EXPERIENCE

US Bank
August 2011-Present
Senior Banker
Denver Call Center

Responsibilities: Senior Banker for nation's fifth largest bank. Call center duties included: problem resolution, opening new accounts, funds transfers, online banking including setting up new customer profiles. Heavy call volume 125-150 calls per day.

AWARDS:

Overall two time top 10 banker at Denver Call Center
Numerous customer service satisfaction calls
Two time top 10 in sales at Denver Call Center
Member of US Bank mentorship program

Four Winds Interactive
January 2011- July 2011 303-807-9599
1858 York St.
AR Accountant

Responsibilities: AR Accountant for a leading Digital Signage Company. Accounting duties include: high volume collections, creation of deposit invoices, setting up new customers in database, and processing monthly credit cards payments. I am responsible for setting up monthly meetings with the project managers to resolve invoicing issues.

Gaiam, Inc.
July 2007-July 2009
833 W South Boulder Road, Louisville, CO 80037 303-222-3600
Full Cycle Accounts Payable

Responsibilities: AP Specialist for leading health and Wellness Company. Accounting duties include: high volume accounts payable for multiple accounts and divisions within the company, month end closing procedures, processing of wire transfers, setting up new vendors in multiple databases, and processing of domestic and international payments.

