

# Shambi Milton

## **ACCOUNTS PAYABLE-SPECIALIST**

Denver, CO 80238

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Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Specialist**

Lutheran Family Services Rocky Mountains-Denver, CO

December 2023 to March 2025

- Compiling and sorting of accounts payable documents, including invoices and check requests, substantiating supporting documentation and verifying transaction coding. Processes and posts accounts payable to vendor sub-ledger accounts and the general ledger.
- Processes cash disbursements weekly or as needed, making payments on a timely basis.
- Corresponds with vendors and staff regarding accounts payable issues. For Refugee clients
- Maintains accounts payable paid files and permanent files for Rent and living expenses. For Refugee grants
- Manages Petty Cash fund.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and/or projected company financial position(s)
- Record monthly and quarterly financial transactions and general journal entries.
- Prepares billings for various program grants. For Refugee clients
- Tracks transactions via sub-ledgers, working with program staff to maintain accuracy of transactions and creating reporting for various funding agencies.
- Reconciling all general ledger accounts for programs to which they are assigned.
- Reconcile to sub-ledgers and review for accuracy.
- Correct any posting errors. In Blackbaud Financial Edge
- Review employee and Contractor monthly expenses reimbursement for accurate account coding and for approval, Issues payments approved by check or EFT.
- Performs other duties as assigned.
- Maintain filing system (payment copies, etc.) Prepare year-end 1099 Forms.

### **Accounts Payable/Receivable Specialist**

Tepeyac Community Health Six months contract-Denver, CO

May 2023 to November 2023

Responsible for processing 75 to 100+ incoming invoices from Tepeyac health, General Cashiers software daily including payments, data entry, and utility billing - including, Xcel, trash, water, Century Link, Medical supplies for the clinic.

- Scanning and receiving invoices for medical supplies, (i.e., McKesson, Cardinal Health)
- Record daily money received by front desk disturbing according to services for paying pentice. Review any/all edits and post batches to GL. Enter daily batches of invoices into "Sage Intacct" (software.)
- Review bank statements to ensure all cash receipts, donation deposits, etc. are recorded in the accountant receivable ledger, daily reconciliations.

- Reconcile credit card/bank statement. For cooperated account, Assists with Payment tracking for Paying penitent payments. End of the month statement
- Documents all donor gifts in donor database platform. Maintains all donor records in database. Scans checks and gift documentation SharePoint.
- Run daily reports for donor gifts made by credit card.
- Takes daily phone donations and inquiries.
- Preparing reports to the Accounting Manager and other Executive Staff members on revenue issues/problems and other pertinent information from the Finance Dir.
- Reviewing information of grant status to SharePoint.
- Verify vendor accounts through SAM.org ensuring that business is in good standings.
- Cash Management of money recyclers flow of all front desk clerk
- Maintain database with a focus on special reports (i.e., expense forms, Grant funds, and patient services.)
- Review bank statements to ensure all cash receipts, donation deposits, etc. are recorded in the accountant receivable ledger, daily reconciliations.
- Reconcile credit card/bank statement. For cooperated account
- Assists with Payment tracking for Paying penitent payments. End of the month statement
- Documents all donor gifts in donor database platform. Maintains all donor records in database. Scans checks and gift documentation SharePoint.
- Records & processes gifts and pledges and their assignment to the proper accounts. Prepares daily reconciliation with cashier of checks, cash, and charges. Runs periodic reports on gift activity, including daily gift reports. And gift all reports to the Rev/cycle manager. Review employee and paying patient reimbursement for accurate account coding and approvals, Issue payments approved by check or EFT.
- Maintain filing system (including support documents, payment copies, etc.); prepare year-end 1099 forms.

### **Accounting Specialist/Administrative Assistant**

EPW/NPW PERFORMANCE WAREHOUSE-Denver County, CO

December 2021 to March 2023

- Responsible for processing 100 to 250+ incoming invoices by email for private label company (i.e. Dura Bond, Scat enterprise, UME silvolite engine parts, Hasting ring company)
- Verified purchase orders with contracted suppliers/vendors, mating 3-way purchase orders. for private label (EPW)
- Maintained database with a focus on special order, Place by warehouse manager for all locations.
- Monitor the Accounts Payable E-mail account.
- Print, organize, and file the invoices by location and expense.
- Ability to efficiently communicate with vendors to request invoices/credits on return parts.
- Enter and properly code invoices/expenses in our Accounts Payable system per accounting policies and procedures. (Warehouse)
- Experience with inventory cycle count and/or receiving and shipping discrepancy resolution.
- Balance Vendor invoices to vendor statements to inventory cycle count.
- Verify vendor accounts by reconciling monthly statements and ensuring our account is in good standings.
- Reconcile credit card/bank statement. For private label (EPW)
- Assists with Payment tracking for Customer payments. End of the month statement

### **Accounting Assistant 1**

MARKEREDY/HALCYON HOTEL IN CHERRY CREEK,-Denver, CO

January 2020 to January 2021

- Responsible for processing 100 to 250+ incoming invoices from Makeready General Cashiers software daily including payments, data entry, and utility billing - including, Xcel, trash, water, Century Link, housekeeping supplies.

- Scanning and receiving invoices for restaurant supplies, Liquor order for guest services
- Verify purchase orders with contracted suppliers/vendors; matching 3-way Purchase Orders (i.e. numbering for each invoice before processing batch for Liquor vendor and maintenance supplies).
- Maintaining open communication with Maintenance supplier (Wilmar) contacting account representative as well as Maintenance director to obtain maintenance up-to-date supplier, refunds information.
- Record daily mail received in Central Accounting disturbing according to services. Review any/all edits and post batches to GL. Enter daily batches of invoices into "FinTech" (i.e. Liquor Banquet Food) software.
- Sort and verify accuracy of night Audit work (primarily receivables aspect), including reconciliation of banquet check extension, coding of banquets at cost, review and route sales and promotion check with back-up. Record department administration phone calls and info Assistant Controller of any potential concern.
- Preparing reports to the, Assistant Controller and other Hotel Executive Staff members on revenue issues/problems and other pertinent information from the Finance Dir.
- Cash Management of money recyclers flow of all restaurant staff
- Maintain database with a focus on special reports (i.e. expense forms, membership, daily tip for the Bartender and others Guest services)
- Auditing General cashiers' money bank, a well maintaining the main safe (pretty cash)
- Review employee and Guest services reimbursement for accurate account coding and approvals, Issue payments approved by check or EFT.
- Maintain filing system (including support documents, payment copies, etc.); prepare year-end 1099 forms

### **Accounting Specialist - Accounts Payable**

Steel/Monroe Group-Denver, CO

August 2018 to August 2019

Accounting Specialist-Account Payable, Steel/Monroe Property Management Group- Denver, CO

- Responsible for processing 100 to 250+ incoming invoices from Ops Tech on a daily basis including payments, data entry, and utility billing - including, Xcel, Trash, Water, Century Link, Comcast, and for all 52 buildings.
- Scanning and receiving rent payments to resident ledgers in Ops Tech
- Verify Purchase Orders with contracted suppliers/vendors; matching 3 way Purchase Orders (i.e. numbering for each invoice before processing batch for maintenance supplies).
- Maintaining open communication with Maintenance supplier (Wilmar) contacting account representative as well as sales Branch Manager and assisting Community Property Manager in order to obtain maintenance up-to-date supplier refunds information.
- Preparing and submit electronic and paper claims to Denver Housing Authority and other Third-Party Payers in accordance with prescribed standards.
- Provide customers with accurate and timely invoices, statements and schedules
- Record daily mail received in Central Accounting disturbing according to services. Review any/all edits and post batches to General Ledger. Enter daily batches of invoices into "Ops Tech software.
- Coding and charges expenses to GL accounts, property codes and grant codes for. Voucher Units
- Pay vendors by monitoring discount opportunities; verifying federal Id numbers; scheduling and preparing checks
- Maintain database with a focus on special reports (i.e. expense forms, membership, subscription and others as assigned for the property level).
- Contacting the Community Property Manager for approvals for outstanding items in Ops Tech.
- Audit payment documents received from vendors, employee, beneficiary travel, tenant refunds, and the agent cashier; as well as maintain the petty cash funds for all properties.
- Verify HAP (Housing Assistance Payment) funds for HUD and Voucher Units.
- .Review employee and community manager reimbursement for accurate account coding and approvals, Issue payments approved by check or EFT.
- Maintain filing system (including support documents, payment copies, etc.) Prepare year-end 1099 forms

## **ACCOUNTS PAYABLE COORDINATOR**

AURORA MENTAL HEALTH-Aurora, CO

May 2016 to August 2018

- Responsible for processing 100 to 250( Plus) incoming invoices from Central Accounting on a daily basis including payments and data entry
- Verify Purchase Orders with contracted suppliers/vendors. Matching 3 way Purchase Orders. Purchase Orders numbering for each invoice before processing batch.
- Record daily mail received in Central Accounting disturbing according to services. Review any/all edits and post batches to General Ledger. Enter daily batches of invoices into "Microsoft Dynamic Navion" software.
- Maintain database, focusing special reports: Expense Forms, Membership, Subscription and others as assigned
- Audits payment documents received from vendors, employees, Beneficiary Travel, Patient Funds, and the Agent Cashier.as well maintain the petty cash funds for all clinics.
- Review employee and patient reimbursement for accurate account coding and for approval, Issues payments approved by check or EFT.
- Maintain filing system (payment copies, etc.) Prepare year-end 1099 Forms

## **ACCOUNTING CLERK**

PLANNED PARENTHOOD OF THE ROCKY-Denver, CO

May 2014 to September 2016

- Responsible for processing accounts payable invoiced received in Headquarter Accounting Department (250 plus) daily for payment and data entry.
- Confirm Purchase Orders with contracted Vendors/Suppliers with our clinics

Records and process incoming mail distribute to companies department head for approval.

Maintain the petty cash funds for all clinics.

Enter invoice batches into "Great Plains" software.

- Review edits and post batches to general ledgers.
- Issue proved payments by creating checks

## Education

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### **General studies for Accounting in accounting/Nursing**

COMMUNITY COLLEGE OF DENVER-Denver, CO

August 1995 to May 1997

### **High school diploma or GED**

## Skills

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- Typing
- Microsoft Word
- General Ledger Reconciliation
- ALPHA/NUMERIC (10+ years)
- Accounting
- Microsoft Dynamics GP
- Accounting Software

- QuickBooks
- GREAT PLAINS (2 years)
- FILING (10+ years)
- Invoice
- Bookkeeping
- Accounting software
- Account Reconciliation
- Bank Reconciliation
- Journal Entries
- General Ledger Accounting
- Microsoft Office
- Word Processing
- Data entry
- Microsoft Excel
- Accounts Payable
- 10 Key Calculator
- Sage
- Accounts Receivable
- Customer Service
- Medical Office Experience
- ACCOUNTING (10+ years)
- English
- A/P (10+ years)

## Additional Information

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### SKILLS

- Bank Conciliations
- Accounts reconciliations
- Full cycles A/P Batching
- Check Processing
- Great Plains
- Alpha/Numeric Filing
- Cost Accounting
- Inventory Control
- 10 Key by Touch
- Microsoft Dynamic Navion" software