

# Shanda Schade

## **Accounts Payable/Receivable Specialist**

Lakewood, CO 80228

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+1 303 915 2965

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Specialist**

Kois Brothers Equipment-Commerce City, CO

May 2021 to Present

- Generated and sent out invoices
- Followed up on, collected and allocated payments
- Performed account reconciliations
- Monitored customer accounts for non-payments, delayed payments and other irregularities
- Researched and resolved payment discrepancies
- Generated aged analysis
- Processed credit card payments
- Prepared bank deposits
- Processed adjustments as needed
- Assisted with month end closing
- Processed job order costing including labor contracts
- Reconciled purchase orders and entered payables invoices
- Maintained many excel reports for analysis of different departments

### **Accounting Lead**

TITAN FITTINGS

June 2018 to March 2021

- Managed Accounts Receivable & Accounts Payable
- Maintained Cashflow Spreadsheet
- Responsible for auditing order flow
- Weekly audit of orders for invoicing
- Biweekly approval of payment runs
- Processed weekly International wire transfers
- Monitored bank balances and completed transfers as needed
- Processed AP invoices including three-part matching and GL coding.
- Invoiced and issued credit notes for customer orders.
- Processed cash receipts from checks, ACH's and wire transfers
- Evaluated credit increases for customers as requested
- Lead, guided and trained employees/temporary workers performing related work.

### **Finance Administrator**

MINE SITE TECHNOLOGIES

September 2012 to February 2018

- Processed Customer PO's for order fulfillment.
- Monitored Sales Orders to identify backlogs and areas of inefficiency, investigated and resolved as necessary to keep revenue streams steady and customers satisfied.
- Responded to customers by email and phone to answer any questions or discrepancies.
- Generated quotes for customers.
- Emailed weekly reminders and collection notices.
- In collaboration with the Warehouse Supervisor, oversaw flow of goods by prioritizing picking slips and RMA fulfillment daily.
- Reconciled credit card statements with attention to detail in coding and job costing as applicable.
- Processed AP invoices including three-part matching and GL coding.
- Prepared weekly AP payments including expense reports.
- Prepared daily bank reconciliations.
- Responsible for all intercompany accounts and transactions.
- Processed expense reports and followed up on missing receipts.
- Invoiced and issued credit notes for customer orders.
- Lead, guided and trained employees/temporary workers performing related work.

### **Personal Assistant**

ESTHER JANCY

June 2008 to June 2009

- Paid bills.
- Prepared meals.
- Grocery shopping.
- General housekeeping.
- Monitored blood pressure and medications.

### **Accounting Specialist**

C&D PRINTING, INC

May 2004 to June 2008

June 2009 to January 2011

- All Facets of Accounts Receivable, including but not limited to: invoicing, cash receipts, collections, daily and monthly balancing.
- Back up for A/P, including posting invoices, entering and reviewing terms, processing payments and balancing.
- Database implementation and maintenance.
- Processing of US Postal Service paperwork for bulk mailings.
- Computed bi-weekly payroll hours.
- Assisted co-owner with various projects.

## Education

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NORTHGLENN HIGH SCHOOL

## Skills

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- Excel (10+ years)

- Microsoft Excel (10+ years)
- Word (10+ years)
- Proficient in Microsoft Excel, Word
- Accuracy and Attention to details.
- Organization and prioritization skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.
- QuickBooks
- ACH
- Accounts Receivable
- Accounts Payable
- Customer service
- Organizational skills
- Time management
- Accounting
- Accounts receivable
- Accounts payable
- Bookkeeping
- GAAP