

Sheila S. Mischke
733 S. Pratt Pkwy, Longmont, CO 80501
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Objective: Pursuing a financial/accounting position that will utilize my strong computer, teamwork and communications skills.

QUALIFICATIONS AND EXPERIENCE

Finance and Accounting

- ❖ Prepared large project budgets and revisions, including the annual maintenance budget of a large airline's aircraft fleet, the electrical budget for the Seattle Mariners Baseball Stadium and the annual budget of 19 libraries.
- ❖ Produce cost accounting reports, analyzing variances between budgeted amounts vs. actual costs. Prepare labor production cost per unit analysis reports.
- ❖ Responsible for extensive and accurate month end and year end close reports, including: Research AR, AP and GL accounts and financial reporting. Review of the general ledger, balance sheet and P&L accounts. Provide multiple accrual adjustments for the general ledger, reclassifications, inventory stock usage, gross margin and profit reports, depreciation, amortization and commission allocation. Also, create various monthly financial reports and provide information to headquarters.
- ❖ Monthly reconciliation of several bank accounts. Enter daily bank transactions into the GL, reconcile GL accounts, research discrepancies and make corrective entries.
- ❖ Responsible for the AR processing of liquidation inventory, including: credit/trade reference research, processing invoices and tracking payments. Collected 97% of the total sales.
- ❖ AR collections, including: invoicing, price discrepancies, as well as processing payments and credit memos. Also, researched and resolved a large backlog of invoices.
- ❖ Process bi-weekly payroll. Report information to Paylocity and ADP under strict deadlines.
- ❖ Process vendor payments, utilizing EFT, EPay and checks. Also, process check requests, vouchers, debit and credit memos.
- ❖ Saved the company \$1 million in one year by researching unbilled usage and working with other departments to correct errors and/or resolve billing issues.
- ❖ Reconcile third party billing company invoices against our billing, ensuring that customers are billing accurately as part of a SOX audit controls.
- ❖ Research several monthly billing reports to find and correct errors in the system prior to billing customers. Also, responsible for researching and resolving internal and external audit inquiries.

Computer and Technology

- ❖ Highly computer literate with experience using a variety of computer software packages, including: Sales Force, Custom Call, Navision, QuickBooks, Peachtree, and Microsoft Office.
- ❖ Provide professional group and individual software training. Trained staff on using advanced features of Excel software, including: subtotals, pivot tables and macros.
- ❖ Work extensively with IT to automate processes with various software, eliminating months of backed logged work and streamline workflow.

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Customer Service

- ❖ In charge of a large, international customer service help desk staff, answer customer questions, taking invoice payments and resolving customer issues.
- ❖ Processed credit and criminal background checks.

Management and Supervision

- ❖ Seven years of management experience, supervising 30+ employees on varying shifts and rotating days off.
- ❖ As an Accounting Supervisor, my department of was responsible for processing up to 30,000 checks a day and 500 weekly commissions.
- ❖ Evaluate staff performance, training and promoted teamwork. Define staff objectives and deadlines, assigned work and prioritized responsibilities.
- ❖ Develop and implement A/R and A/P processes and procedures. Work with the IT department to automate and streamline staff workflow.
- ❖ Created an in-depth instruction manual of department procedures and train new employees on them.

CAREER HISTORY

Revenue Assurance Analyst

Gogo Business Aviation, Broomfield, CO 6/16-5/19

Accounting Supervisor

Medamorph, Louisville, CO 4/15-5/16

CFO – small startup company

Oil City Harley Davidson, Vail, CO 4/14-1/15

Sales Accounting Supervisor & Staff Accountant

Collective Goods, Louisville, CO 6/08-4/14

Statistical Analyst, Business Analyst, Maintenance Planning Analyst and Business Services Rep

United Airlines, Indianapolis, IN – Employed: 2/99-5/03 & 5/07-1/08

Supervising Accounting Clerk III & Accounting Clerk II

US Customs and Border Protection, Revenue Division; Contractor through That's Good HR, Inc. Indianapolis, IN 11/04-5/07

EDUCATION

Bachelor of Science Degree, Major: Business Administration, Emphasis: Business Management

University of Northern Colorado, Greeley, CO

- ❖ Small Business Institute Honors Program, which applied in-class training to consulting a small business in the community.
- ❖ Received a Certificate of Recognition from the U.S. Business Administration and awarded the Dean's Citation for Academic Excellence.

Associates of Applied Science Degree, Major: Accounting

Ivy Tech Community College of Indiana, Indianapolis, IN

- ❖ Appointed Member of the Accounting Advisory Board by the Accounting Department Director.
- ❖ Awarded Dean's List Status.