

Shelly Bowden

OFFICE MANAGER

Eaton, CO 80615
srbowden@msn.com - 970-371-4032

I am seeking a position in the Accounting field utilizing my experience with a variety of tasks.

Authorized to work in the US for any employer

WORK EXPERIENCE

OFFICE MANAGER

Barclay Roofing Company - Greeley, CO -

2017 - 2018

Answer phones, create estimates using Xactimate, communicate with customers regarding the status of their estimate, the progress of their repairs and any communication with insurance adjusters; communicate with insurance adjusters regarding customers insurance estimates and claims, resolve payment issues with insurance adjusters and customers, create work orders for subcontractors on JobNimbus, add new customers in JobNimbus and update with all conversations regarding account, upload estimates and pictures into insurance programs: either Innovation Property Network or Xactanalysis and keep updated on progress of repairs, communicate with subcontractors on progress of repairs, resolve issues subcontractors may have with the repairs, create and send roof orders to suppliers.

OFFICE MANAGER

Lawrence H. Finn & Associates, Inc - Eaton, CO -

2016 - 2017

Answer phones, track and follow up on job bids in Excel, track and report on jobs in-progress and completed in Excel, make sure subcontractor contracts are complete including pay applications, liens/waivers and correct insurance certificates, process monthly invoices in Quickbooks, Semi-Monthly Payroll, State and Federal Monthly and Quarterly Payroll Tax Filings, A/P, A/R, collections, and credit card reconciliations.

OFFICE MANAGER

Eaton Country Club - Eaton, CO -

2007 - 2016

Monthly financials in Excel, Semi-monthly payroll through ADP, A/P, A/R, process 1099's & 1096 annually, 401k administrator, process 5500 report, bank reconciliations, and all journal entries, assist with the annual audit, process and follow up on all workman's comp claims, process daily sales for the restaurant & bar and the golf shop, answer member questions, update member accounts, facilitate monthly billing, proof monthly newsletter and monthly Board of Director meeting minutes. All accounting duties were performed in ClubSoft/ ClubEssential software.

PAYROLL SPECIALIST

Universal Forest Products - Windsor, CO -

2006 - 2007

Process weekly payroll for union and non-union employees in ADP, enter new hire information, process terminations, COBRA, edit employee time punches, and update employee information.

PAYROLL TEAM LEAD, CORPORATE PAYROLL SPECIALIST, OFFICE MANAGER

StarTek USA, Inc - Denver, CO -

2000 - 2006

- Bi-weekly & Semi-monthly payroll for management, garnishments, support for 14 US sites and 5 Canada sites, lead on processing payroll for 3000+ employees.
- Bi-weekly salaried & hourly payroll, unemployment, garnishments, workman's comp, COBRA, employee benefits, bi-weekly Canada payroll, Canada garnishments.
- Bi-weekly payroll for 400 hourly employees, bulletin boards, and employee events.

ACCOUNTING ASSISTANT

Citadel Communications Corp - Colorado Springs, CO -

1996 - 1998

A/P, A/R, payroll & commissions, payroll JE, travel coordinator, employee benefits, bank reconciliations, co-op, daily cash report, bank deposits, answer phones, order office supplies.

ACCOUNTING CLERK, RECEPTIONIST

New Generation Homes, Inc - Colorado Springs, CO -

1991 - 1996

A/P, A/R, Job cost, track bid prices, distribute PO#'s, hourly payroll, daily cash, A/P & A/R for apartment complex, opened & closed the office, handled 6-8 phone lines, customer service, radio reception, ordered supplies, reconciled daily cash for 2 companies.

EDUCATION

Associate of Arts

AIMS COMMUNITY COLLEGE

2003-06

SKILLS

ADP, QUICKBOOKS, MICROSOFT OFFICE, MS OFFICE

ADDITIONAL INFORMATION

Skills Microsoft Office, Clubsoft/Clubessentials software, 10 key by touch, ADP-various versions, Quickbooks.

