

Sherrielin Kill
Phone: 720-297-0607
Email: killsherrielin@gmail.com

Qualifications and skill set:

- Reputation for efficiently meeting deadlines.
- Honest and willing learn new administrative assignments
- Very good people skills.

Software: Microsoft Dynamics AX/Great Plains, Automatic Data Processing, JD Edwards, Oracle, Sage, Lawson, Microsoft and Excel.

Accounting Principals with Wesco for three months before getting hired.

Wesco Distribution Inc

October 2018 – February 2020

Branch Admin

- Processed invoices for Accounts Payable. Including freight for 3 branches.
- Printed all invoices from a general email address. Opened all mail.
- Worked with warehouse and sales team to resolve issues.
- Processed chargebacks on Suppliers and internal invoices.
- Cleaned Schedules for 3 branches.

Autonation

October 2015 – August 2017

Accounts Payable Specialist

- Responsible for daily deposit.
- Creating PO's for 200 plus invoices a week with accurate account coding.
- Scanned 500 plus car deals a month, ensuring all documentation was collected and turned in.
- Cutting 50 plus manual transport checks per month.

SNI Companies

April 2015 – August 2015

Accounts Payable Specialist (contract for Denver Public Schools)

- Verified coding and authorization for invoice payment.
- Processed invoices in system for payment.

Sanjel

July 2013 – January 2015

Accounts payable Coordinator

- Overseen Accounts Payable department and distribution of 3000 plus invoices a week.
- Analytical resolution support for accounts payable tasks.
- Responsible for payments to corporate accounts in a timely manner.
- Worked independently and as a team to resolve issues.
- Use and knowledge of three way matching.

SNI Companies

October 2012 – June 2013

Accounts Payable Specialist (contract for an oil and gas company)

- Verified coding and authorization for invoice payment.
- Processed invoices in system for payment.

Robert Half International/Account Temps

December 2010- May 2012

Accounts Payable Specialist

- Verified coding and entered in system for payment.
- Worked on several temporary assignments for different industries.

