

Sherry Martinez

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Authorized to work in the US for any employer

Work Experience

Account Payable Specialist

RFI Ingredients - Broomfield, CO

September 2021 to January 2023

DUTIES/RESPONSIBILITIES:

Conducts routine data entry management for accounting records including accounts payable.

Reviews billing statements, invoices, and similar documents for accuracy; alerts supervisory staff of any discrepancies.

Distributes accounting reports as directed.

Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.

Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders and resolving discrepancies.

Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.

Assists with accounting records and ledgers by reconciling monthly statements and transactions.

Records entry of, verifies documentation for, and distributes petty cash.

Calculates and reports sales tax based on paid invoices.

Monitors AP invoices email and distribute invoices for approval

Performs other related duties as assigned.

Education

College Degree in Medical Billing & Coding

Bright wood university - El Paso, TX

August 2010 to June 2011

Skills

- Ability to enter data accurately and efficiently into computer software and systems. Proficient in Microsoft Office Suite or related software. Account Payable Specialist RMT
- Commerce City, CO May 2019 to July 2021 DUTIES/RESPONSIBILITIES: Position Overview General accounting duties. Compiling data, calculating fees and charges, preparing invoices for billing purposes, and keeping other relevant records. Essential Job Functions
- Verifying load information
- Submit rate change requests to customers

- Create invoices in either TMW or QuickBooks
- Separate, scan, and send invoices
- Work with company Dispatch to resolve discrepancies.
- Other duties as assigned Requirements
- Basic accounting knowledge.
- Working knowledge of Excel.
- Strong organizational skills
- Job requires being careful about detail and thorough in completing work tasks.
- Ability to read, write, and communicate clearly.
- Must possess basic math skills: multiplication, division, percentages. Work Environment & Physical Demands The employee is regularly required to stand, sit and walk; use hands to manipulate, handle, or feel; reach with hands and arms. Must be able to speak and hear well enough to communicate with all team members, vendors, and customers 100% of the time. Vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Account Payable Helpdesk Resolutions Performance Food Group (10+ years)
- Englewood CO May 2019 to March 2020 The Accounts Payable Help Desk/Customer Service Analyst is responsible for responding to vendor or company field personnel inquiries on the status of invoices either by phone or other electronic mechanisms within a centralized, high-volume customer service environment supporting multiple US locations. Provide a complete response to the inquiry; resolve more difficult invoice problems. Escalate issues as appropriate. Utilize the Enterprise Resource Planning (ERP) applications SAP, Invoice Capture Center and Mercury, as needed. Functions as a team member within the department and cross functions, as required, and perform any duty assigned to best serve the company. Major Functional Responsibilities: Resolve invoicing and payment issues with internal and external constituents. Utilize the centralized ticketing system for all requests and resolution. Ensure proper documentation of issues within ticketing system. Effectively interact with other departments to provide solutions. Promote and demonstrate a commitment to quality and timely processing of assigned tasks. Adhere to department performance metrics as directed by management. Abides by department policies and procedures, including SOX controls. Contributes to ERP and operational system enhancements, upgrades, or migrations, including user testing, as requested by management. Escalates any highly important internal or external communication to Department Supervisor/Manager, including critical system or supplier issues. Provide accurate and effective documentation preparation. Assists in training new personnel. Account Payable Analyst Capstone Restaurants (10+ years)
- Boulder, CO August 2017 to March 2018 Primary duties included but were not limited to compiling and sorting documents, such as invoices, utility bills and substantiating business transactions. Verify and post details of business transactions, total accounts to ledgers or computer spreadsheets and databases. Audit invoices to include utility bills, research discrepancies, and processes for payment. Prepare vouchers, invoices, checks, accounts statements, reports, and other records, and review for accuracy. Monitor accounts payable to ensure that payments are up to date. Reconciles report discrepancies and problems. Code data for input to financial data processing system according to company procedures. Process, code and import paid in-paid out per restaurant by location. Assist district managers, employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services. Verify and post details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases. Prepare vouchers, invoices, checks, accounts statements, reports, and other records, and reviews for accuracy. Monitor accounts payable and receivable to ensure that payments are up to date. Reconciles report discrepancies and problems. Code data for input to financial data processing system according to company procedures using Nitro, XCEL, and SAP. Accounts Payable-Billing Specialist Barrett Oil Distributors (10+ years)
- Savannah, GA February 2015 to March 2016 As accounts payable specialist my primary duties included but were not limited to compiling and sorting documents, such as invoices and substantiating business transactions. Verify and post details of business transactions, total accounts to ledgers or computer spreadsheets and databases. Audit invoices against purchase orders, research discrepancies, and processes for payment. Prepare vouchers, invoices, checks, accounts statements, reports, and other records, and reviews for accuracy. Monitor accounts payable to ensure that payments are up to date. Reconciles report discrepancies and problems. Code data for input to financial data processing system according to company procedures. Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services. As billing specialist, I verified fuel type and amount delivered to various customers, balanced driver sheet to customer delivery ticket to ensure fuel delivered balanced to fuel loaded on the tank wagon. Created purchase orders to enter fuel into inventory and sent PO to AP to process EFT payment on a 10-day draft cycle. Billed customer for fuel type, amount, and calculated freight cost per gallon. Once the inventory and billing process were completed I scanned and emailed, faxed, or mailed the

bill to the appropriate customer depending on their preference. Attended Great Plains training for the accounts payable and customer billing portion of our conversion from JMI to GP Dynamics. Performs other duties as assigned Accounting Coordinator Mitsubishi Power Systems Americas

- Pooler, GA June 2012 to August 2014 Primary duties include but were not limited to compile and sort documents, such as invoices and checks, substantiating business transactions. Verify and post details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases. Audit invoices against purchase orders, research discrepancies, and processes for payment. Prepare vouchers, invoices, checks, accounts statements, reports, and other records, and reviews for accuracy. Reconcile general ledger accounts with various registers. Monitor accounts payable and receivable to ensure that payments are up to date. Reconciles report discrepancies and problems. Code data for input to financial data processing system according to company procedures. Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services. I currently attended SAP training for the accounts payable portion of our upcoming conversion from Glovia to SAP. Performs other duties as assigned Accounting Clerk SNF Inc
- Riceboro GA July 2011 to May 2012 Responsibilities included but were not limited to coding daily invoices with correct GL, invoicing items on a PO. Keying invoices into the correct library within AS 400, and in correct company in AX Dynamics. Able to do a payment journal in AX as needed. Get check approvals and mailings done in a timely manner. Contact appropriate person from individual plants, and vendors regarding invoicing questions. Trained replacement how to code, key, and submit payment in AX and how to research items in AS 400 for Polychemie, and Flomin Coal to ensure vendor payments are done in a timely manner. Assist managers, supervisor, and co-workers with daily duties as needed. Accounting Clerk Las Cruces Sun News
- Lac Cruces NM March 2011 to May 2011 Job duties required coding invoices with the appropriate GL code, processing payment of and researching invoices to ensure payment was received on time and in the correct amount. Processed all purchase orders, reconciliation, payment, and research of invoices using Oracle software. Processed check requests, and scanned in all items to AP. I also contacted vendors to verify receipt of payment on invoices, and to pay any outstanding invoices using a corporate P-card. Reconciled P card statements helped managers of accounting process journal entries and run reports for month end close. SAP Specialist Proposal Specialist Western Refinery/DuPont
- El Paso, TX April 2008 to October 2008 Job duties required but not limited to ordering materials and supplies by creating requisitions for work orders within the SAP system. Ensured necessary materials were ordered in a timely manner and given enough delivery time to complete work orders in the allotted time frame. Built working relationships with outside vendors to establish material numbers, and pricing. Processed goods receipts, shipping and receiving, created a reporting system to track working hours vs. man-hours. Created and maintained a thoroughly organized filing system. Field Buyer Halliburton Energy Services
- Denver, CO November 2006 to August 2007 As associate field buyer my duties included but were not limited to the purchase of office supplies, processed payments for various entertainment and company functions, processed AP/AR, GR/IR using SAP and Halliburton contracting software. Created and maintained professional working relationships with outside vendors, internal management, and co-workers. Scheduled travel, transportation and lodging arrangements as needed for various company functions to include catered events and setting reservations. Business Development Halliburton Energy Services
- Denver, CO August 2005 to November 2006 Proposal Specialist Created design sheets, proposals and pricing on product needed for engineers and customers to properly service well sites in the oil field. The following software was implemented in creating the design sheets, customer proposals and pricing; HIPS, TIMS, Word, Excel, Oil and Gas software licensed and trademarked for Halliburton Energy Services. Halliburton Energy Services Baroid Drilling Fluids Contract Specialist
- Denver, CO July 2004 to August 2005 Created and maintained drilling fluid contracts for Baroid mud engineers, and customers in the oil field via SAP, and an extensive computer filing system. I also enjoyed the responsibility of processing and maintaining payrolls for all Baroid mud engineers. Quality Assurance Analyst INVESCO Funds Group -Denver, CO August 1996 to August 2003 Responsibilities as QAA were to provide processing productivity analysis reports to upper management using AWD, TA2000 Desktop, work monitor and NQR also implementing NASD, SEC and company policy and procedures. As the senior analyst of quality assurance Coordinated team/departmental meetings and trained team members on the research and reporting methods used to gather pertinent information. Also enjoyed the responsibility of monitoring and providing feed back to the call center as well as creating, up keeping, and maintaining the reporting and procedural information on the department web site. Contacts: Brian Green
- 531-375-6724
- AP Specialist Professional Food Group Neyly Menard
- HR RFI Ingredients

- 970-669-4595 Marcie Ramirez
- Cost Accountant RFI Ingredients
- 720-471-6115 Carol Huesers
- Controller RFI Ingredients
- 208-691-9642 Andrea Apodaca
- Personal reference
- 720-329-0975
- Internal audits
- GAAP
- Bank reconciliation
- Sage
- Financial report writing
- Financial analysis
- Financial statement preparation
- Business analysis
- Medical coding
- Office management