

**Sunitha Bobba**  
**732-877-9344**  
**bsunithareddy@gmail.com**

### **Summary of Qualifications:**

- **8 years of Accounting experience**
- Expertise includes **Accounts Payable, Accounts Receivable and General Ledger Accounting**
- Knowledge of **Month-End close and Financial Reporting**
- Proficient in **Microsoft Office**, Windows, and the Internet
- Experience working with Quick Books and Microsoft Dynamics NAV, NetSuite, SAP and SAP Concur
- Fast learner and excellent multi-tasking skills

### **Professional Experience**

#### **UZIN UTZ NORTH AMERICA, AURORA, CO (Oct 2023 to Nov2024)**

##### **Accounts Payable Specialist**

- Responsible for verifying and entering invoices into the accounts payable system.
- Processing various invoices, including obtaining coding, supporting documentation, and appropriate approvals.
- Responding to vendor inquiries.
- Preparing weekly payable disbursements via check, ACH, and wire.
- Reconciling incoming deposits to customer accounts.
- Maintaining vendor master files, including setting up of new vendors, updating existing information, obtaining necessary documentation for setup, determining 1099 status, and ensuring compliance with company policy.
- Reviewing expense reports for proper procedures and to ensure compliance to company policies.
- Preparing aging reports and analysis of outstanding balances of receivables and payables.
- Assisting in monthly closings.
- Preparing analysis of accounts, as required.
- Assisting with maintaining liability insurance requirements, including tracking required insurance certificates and compliance with policy maintenance.
- Assisting with additional projects on an ad-hoc basis at the direction of the Controller • Work well with all levels of the organization including obtaining information from peers.

#### **View Ray Inc, Denver, CO (Jan 2023 to May 2023)**

##### **Accounts Payable Specialist (Contract)**

- Responsible for processing 500+ full-cycle AP invoices per week including 3-way match for PO's
- Utilized 2-way matching and completed check requests in NetSuite
- Routed invoices for approval and coding invoices using Accrualify system
- Resolved PO and invoice discrepancies
- Maintained accurate and updated vendor records including W-9's, WT, etc.
- Prepared aging reports and hold reports
- Provided support to the finance team and assisted with ad hoc projects

#### **All Health Network, Englewood, CO (July 2018 to Sept 2022)**

##### **Accounts Payable Specialist**

- Processed up to 300 AP invoices weekly
- Collected W-9 forms from all new suppliers
- Coded invoices, got approvals from the relevant location managers and entered them in the NetSuite system
- Received expense statements and processed them accurately to pay them on time

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- Did the payment runs every week and got the necessary signatures for the checks and dispatched them
- Reconciled vendor statements and spoke to the suppliers to get any missing invoices / credit memos and resolved any discrepancies
- Ran Aging reports every month to ensure that there were no invoices outstanding for more than 60 days
- Filed vendor invoices properly and provided the needed information to the auditors when requested

**PIONEER SAND, Highlands Ranch, CO April 2017 – July 2018**

**Accounts Payable Clerk**

- Received PO invoices and did three-way matching and processed them
- Received Non-PO invoices and got approvals and GL codings and processed them
- Ran aging reports
- Received vendor account statements and completed reconciliation and fixed any discrepancies
- Maintained Vendor cards
- Assisted Month End closing
- Provided support documentation as needed

**PEAFOWL INC, Aurora, CO November 2015 – October 2016**

**Accounts Payable Clerk**

- Processed 200+ vendor invoices and 100+ check and credit card vendor payments per week
- Performed various activities related to Accounts Payable which included processing invoices with three-way match and two-way match, expense reports, preparing aging reports for check runs and wire transfers and processing stop payments
- Performed vendor account balance reconciliations
- Prepared 1099 forms for vendors
- Assisted AP supervisor as required in day-to-day activities
- o Reconciled bank statements for outstanding checks
- o Performed general office duties: filing, scanning, mail processing and data entry
- o other duties as assigned

## **EDUCATION**

**ARAPAHOE COMMUNITY COLLEGE, CO**

Bachelor of Science in Accounting

## **SKILLS**

- Excel (Pivot Tables, VLOOKUPS)
- QuickBooks
- Microsoft Dynamics NAV
- NetSuite
- SAP
- Concur
- Accrualify