

Tamara Hudson

Accounts Payable Specialist

Fort Collins, CO

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(858) 212-2055

Accounts Payable Specialist who specializes in payment processing, vendor account management, and customer service. Highly organized and detail-oriented worker who enjoys connecting with individuals on an interpersonal level.

Willing to relocate to: Fort Collins, CO - Denver, CO

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

4 Rivers Equipment - Greeley, CO

December 2018 to Present

Family owned company for almost 100 years, managing 16 John Deere dealerships spanning 4 states.

- Process Full Cycle AP for 7 of our construction and forestry locations. Including doing 3-way matching for our parts invoices, and proper coding for all others.
- Reconcile all incoming invoices from all locations that have been entered by store administrators.
- Process \$600K-\$800K in vendor payments on a bi-weekly schedule.
- Review and address all incoming statements monthly. Contact vendors for any missing invoices and address with the location promptly.

Accounts Payable Clerk

All American Pet Proteins - Greeley, CO

October 2018 to December 2018

All American Pet Proteins LLC - Greeley CO - Accounts Payable Clerk - October 2018- December 2018

Privately-owned protein manufacturer for the pet food industry.

- Proficiently enter all non-meat invoices into corresponding customer accounts
- Check mail and distribute mail and invoices to the appropriate managers
- Reconcile inbound loads with invoices
- Process weekly Full-cycle AP, including weekly check runs.

Accounts Receivable Clerk

Pioneer Packaging - Kent, WA

April 2017 to October 2018

Family-owned wholesale distributor of commercial packaging solutions for the Pacific Northwest.

- Prepare customers' invoices for all of our Pacific Northwest locations, ensuring order accuracy.
- Process credit card authorizations for internal Customer Service, payments for all credit card customers, company's UPS Store third-party accounts, and finalizing all orders and managing payment completion.
- Send weekly/monthly reports to our third-party account. Processing invoices, updating inventory when product comes in, and making sure that all invoices are accounted for during the month end process.
- Process check payments to customers' accounts. Confirm customers receive all appropriate discounts and that correct accounts are updated with payments.
- Manage invoice reversals when customer finds a discrepancy.
- Correct tax discrepancies on customer accounts.

Accounts Receivable Clerk

United Pacific Pet - Fontana, CA

February 2016 to March 2017

- Process check and invoice payments, applying them towards open balances on customer accounts.
- Facilitate all financial aspects of customer accounts; from sending them weekly statements, and applying credits to accounts, to having delivery drivers collect checks and cash and ensuring their accounts are properly balanced and paid-in-full.
- Communicate with customers on a daily basis, acting as a liaison between our Sales staff and the purchasers. Apply percentage discounts to qualified customers.
- Run daily accounting reports to present to the Co-Owner, VP, and Accounting Manager. Update weekly spreadsheet to advise Co-Owner of account statuses.
- Create and process new account applications after receiving approval from Credit Manager.

Achievement: Reconciled past-due accounts, clearing up discrepancies, communicating to customers what they owed, and assisting with settlement payments.

Production Administrator/ Will Call

United Pacific Pet - Fontana, CA

May 2015 to February 2016

- Reduced bottom line costs for United Pacific Pet by cutting waste and reducing mistakes and incorrect orders.
- Administer resolutions whenever a problem arose with a Will Call customer who was not completely satisfied with the product they ordered.
- Streamlined warehouse order processing, implementing new procedures to 'move' the product faster off the staging floor to our customers, resulting in faster service and improved customer satisfaction.

- Managed the training of new employees, carefully analyzing their productivity and ability, reducing their chances of failure.

Achievement: Created a new process for internal product ordering for our warehouse team, reducing company waste and helping saving the company a potential average of \$1000 a month.

Education

High school diploma in Women's Mental Health Studies

Riverside Community College - Norco, CA

2010 to 2013

Skills

- Microsoft Office Suite 2010 (8 years)
- IBM AS/400 Internal System (2 years)
- Accuterm/Forsite Internal System (1 year)
- Accounts Payable
- Sage 50 Accounting System (Less than 1 year)
- Accounts Receivable
- Invoice
- AP
- Sage

Certifications and Licenses

Driver's License