

# Tamara (Tami) Fox

Brighton, CO 80603

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+1 303 596 6903

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Manager**

Mountain Sales and Service, Inc.-Denver, CO

November 2020 to December 2022

3 Way Matching of PO's, Packing slips, and Invoices

Weekly Check Runs

Constant Professional Communication with Vendors

Research and Resolve All Discrepancies

Backup to Phones

Prepare some Journal Entries

Assist Controller with any and all projects, as needed

### **Account Payable Specialist**

Xcel Energy-Henderson, CO

September 2018 to October 2020

Validate, Process, and Post Accounts Payable Vendor invoices daily.

High volume, high quality work. I was the TOP validator with the highest percentage of accuracy daily.

Research and resolve Exception error/problems with invoices against purchase orders and received goods or services, Including researching Credit Card purchases.

Constant professional communication with Vendors, Planners/Buyers, Requisitioners.

Update and maintain Vendor Master.

Vendor Statement reconciliations.

I received an "Employee of the Month" award during my first 90 days of employment with Xcel Energy!

### **Accountant/Office Manager**

Toy's Mechanical-Thornton, CO

November 2006 to May 2013

Accounts Receivable

Customer Billing

Accounts Payable

Expense Reports

Sales/Use Tax Returns  
Cash Deposits  
1099's

### **Finance Director**

The Argyle-Denver, CO  
August 2002 to February 2006

Resident billing, Payroll, Payroll taxes, Accounts Payable, Accounts Receivable, Collections, Expense Reports, New Employee Orientation, Back-up Receptionist, 1099's, W-2's, Sales taxes, Assist with Resident/family special events, Order Office Supplies, Various office duties.

I began my employment there as Accounts Payable, was promoted several times! My final position/title was, Finance Director!

### **Owner/Treasurer/Bookkeeper**

Designs West Unlimited, Inc.-Northglenn, CO  
1991 to 2005

Daily deposits, Customer billing, Collections, Accounts Payable, Payroll, Expense Reports, Journal Entries, Sales/Use taxes, 1099's, W-2's, Payroll taxes, Managed and Supervised up to 8 employees.

I set up and prepared all of our bookkeeping records/chart of accounts/general ledger for our CPA to complete the corporate annual taxes.

My husband and I opened this business together in 1991. I closed the business in 2005 after he passed away.

## Education

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### **Associates Degree of Applied Science in Accounting/Business**

Nebraska Western College - Scottsbluff, NE  
1983 to 1985

## Skills

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- Microsoft Office, SAP, ICC, Great Plains, Quick Books, Peachtree, Publisher, 10-key by touch (10+ years)
- Accounts Payable, Accounts Receivable, Payroll (10+ years)
- Quickbooks (10+ years)
- Payroll Tax Preparation (10+ years)
- Accounts Payable (10+ years)
- Bank Reconciliation (10+ years)
- General Ledger Accounting (10+ years)
- Journal Entries (10+ years)
- Office Management (10+ years)
- Microsoft Excel (10+ years)
- Account Reconciliation (10+ years)
- General Ledger Reconciliation (10+ years)
- Microsoft Word (10+ years)

- Data Entry (10+ years)
- Microsoft Office (10+ years)
- Financial Statement Preparation (10+ years)
- Bookkeeping (10+ years)
- Human resources (10+ years)
- Management (10+ years)
- Sales (4 years)
- Recruiting (10+ years)
- Leadership (10+ years)
- Customer service (10+ years)
- SAP ERP (2 years)
- ERP systems
- GAAP
- Medical billing (5 years)
- Accounts Receivable (10+ years)
- QuickBooks (10+ years)
- Sage (2 years)
- Microsoft Dynamics GP
- Account reconciliation
- Payroll
- Customer service (3 years)
- GAAP
- ERP systems
- Front desk (10+ years)
- Tax experience (10+ years)
- SAP
- Human resources
- Cash handling
- Leadership
- Supervising experience (10+ years)
- Office management (10+ years)
- Research
- Recruiting

## Languages

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- English - Expert

## Awards

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### **Employee of the month**

December 2018

After I had been working there only 3 months at Xcel Energy, I received the "Employee of the Month" award! It was very special to me because I was a Contract Employee.

## Additional Information

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Hello!

It would be an honor to obtain an interview with you and your company to join your team. I truly enjoy working with numbers and I know, with all of my experience, I would be an asset to your company. During the past, nearly 2 years, after haven taking care of my family members at home, I have decided it's time to enter the wonderful job market again! I have more than 30 years of experience in all aspects of the accounting world. I also owned and operated my own business for 14 years with my late husband. There were even several years when I worked in the retail world, which I did enjoy, since I easily get along with people! Teamwork is super important to me. I am very organized and detail oriented. Please contact me at your earliest convenience!

Sincerely,

Tami Fox

(303)596-6903