

Tamara J Wagner

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OBJECTIVE:

To obtain a position within an organization in which my attention to detail, dedication to customer service, focus on safety and commitment to quality can be utilized to their fullest.

PROFESSIONAL EXPERIENCE

9/14 - 7/19 Encompass Medical Partners Fort Collins, CO

Accounting Coordinator

Worked with EFT deposits, balance daily billing reports, desktop deposits, process expense invoices for payment, process and post commercial card statements, process patient and insurance refunds, process bi-weekly payroll, 401(k) accounting, process mid-month and end of month billing statements for clients, and prepare and process client invoices

8/11 - 7/14 Agrium Advanced Technologies Loveland, CO

Accounts Payable Clerk II

Responsible for daily processing of US and Canadian vendor expense invoices, inventory invoices through PO process with and without landed cost calculations, weekly check runs, initiating electronic payments, account reconciliations

4/10 - 5/11 High Country Beverage Loveland, CO

Credit/HR/Payroll Assistant

Responsible for the application of A/R payments and cash applications. Process company payroll bi-weekly and conducted all activities in the process of hiring new employees and maintaining current employee records.

5/08 - 4/10 Larimer County Purchasing Fort Collins, CO

Accounting Technician

Responsible for the daily distribution of government purchase orders. Facilitated the formal Quote process in which lower dollar items and services were purchased. Created potential vendor lists and maintained the County vendor database. Processed payments for various items within the Purchasing department.

4/01 - 4/07

Lafarge West, Inc

Fort Collins, CO

Contract Administrator/Job Cost Accountant

Managed three direct reports within the Asphalt and Paving group. Day to day management of job cost activities and cost allocations, payroll, vendor billing, customer invoicing, and budget maintenance. Super user for JDE financial package, which includes training, quality assurance and beta testing of all new modules, and providing national support for all JDE users.

REFERENCES PROVIDED UPON REQUEST
