

Toni Hilliker

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OBJECTIVE

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

QUALIFICATIONS

Strong customer service background. Detailed orientated. Good communication skills with all personnel and clients. Willing to do whatever it takes to get the job done accurately and timely. Works well with deadlines and under pressure.

RELATED EXPERIENCE

Famous Dave's BBQ
16539 N Washington St
Thornton, CO
Key/Server

April 2015 - January 2016

- Provide excellent customer service to all incoming guest.
- Open and close restaurant - set up or break down alley, check out all non-closing servers, etc.
- Key - provide management support to serving staff, check on guest experience, help with restaurant issues, cashed out all servers/bartenders, completely nightly closing paperwork for GM and Corporate, count money drawers & complete nightly deposit.

Catalyst Repository Systems, Inc.
1860 Blake Street, Ste. 700
Denver, CO
Business Accounting Manager

August 2003 - February 2015

- Accounts Receivables: Process/Review complex monthly invoices (around 450 sent to clients), set up new clients into accounting system, assist with deposits (both check and wires), assist with collections process
 - o Implemented paperless invoicing (99% of all invoices emailed to client)
 - o Implemented paperless deposit process (all deposited are scanned and kept in document repository)
 - o Helped implement paperless contract repository (all contracts are scanned into document repository)
- Accounts Payables: Review/approve incoming invoices, assist with weekly checks runs when necessary.
 - o Implemented paperless file system (all invoices are scanned and uploaded to repository)
- Payroll: Set up all new staff into payroll system and maintain payroll records, biweekly payroll schedule which consists of tracking PTO, commissions and expenses.
 - o Implemented paperless file system for all payroll records (benefits, 401K and standard payroll records)
- HR: Background checks (criminal), benefits (enter and maintain records), 401K (set up, maintain and report contributions), Annual benefit renewals/help with open enrollment process
- Sales: Track commission and generated monthly reports based on sales, cash receipts as well as any additional reports requested by VP and sales team.
- Month End Close and Reporting which includes balance sheet reconciliations, bank reconciliations, deferred revenue recognition, GL Journals and all requested reports associated with close.

- Audits – Year End (Financial), 401K & Sales Tax

OTHER SKILLS AND QUALIFICATIONS

- 10 KEY BY TOUCH
- Type 70-75 WPM, 90% accuracy
- Computer proficient in Word, Excel, Peachtree Accounting, Quickbooks , Access, Powerpoint

REFERENCES AVAILABLE UPON REQUEST