

Tiffany Showalter

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#readytowork

Work Experience

A/R Collections Specialist

Karcher NA - Denver, CO

January 2020 to Present

1. Check aging daily/ make or adjust notes
2. Make calls/ send emails for payment status
3. Post payments/ CC, ACH, EFT, etc.

A/R Collections Specialist

Vail Resorts - Broomfield, CO

October 2017 to December 2019

1. Check aging daily/ make or adjust notes
2. Make calls/ send emails for payment status
3. Send statements and invoice copies
4. Post payments/ CC, ACH, EFT, etc.
5. Contact billing for invoice adjustments
6. Get proof of tax exempt if valid
7. Send W9, credit aps, other docs if requested

A/R Collections Specialist

Transwest Truck Trailer RV - Commerce City, CO

November 2011 to August 2017

1. Check aging daily/ make or adjust notes
2. Make calls/ send emails for payment status
3. Send statements and invoice copies
4. Post payments/ CC, ACH, EFT, etc.
5. Contact billing for invoice adjustments
6. Get proof of tax exempt if valid
7. Send W9, credit aps, other docs if requested

Office Manager

T&N Services - Commerce City, CO

June 2006 to October 2012

1. Check aging daily/ make or adjust notes
2. Make calls/ send emails for payment status
3. Create invoices off hard copy from tr
4. Send statements and invoice copies
5. Post payments/ CC, ACH, EFT, etc.

6. Contact billing for invoice adjustments
7. Get proof of tax exempt if valid
8. Send W9, credit aps, other docs if requested
9. Fill out tax forms, quarterly and yearly

Education

Bachelor's in Interior Design

Westwood College - Denver, CO

October 2006 to October 2009

Accounting Licenses

N/

State: CO

Skills

- QuickBooks
- SAP
- Oracle
- Spreadsheets
- 80 + wp