

Experience

Midwest PMS / Agra Holdings - Firestone, CO

07/2017- Present

Accounting

- Correctly enter all invoices, correctly matched to the corresponding PO's, into company BMS system.
- Cutting checks to all vendors, ensuring the proper GL codes and proper period is used.
- Monitor and correct all Trucker mileages and payroll
- Match all trucker scale tickets to invoices. Make sure they are billed correctly.
- Maintain files of all ingredient transfers from plants
- Answer customer calls and assist with ordering of feed
- Monitor Dairy Satellite readings

Bestway Concrete and Aggregate - Milliken, CO

09/2014-Present

Accounts Payable - 04/2016 - Present

- Correctly enter all invoices, correctly matched to the corresponding PO's, into company ERP system.
- Cutting checks to all vendors, ensuring the proper GL codes and proper period is used.
- Ordering and maintaining of all company supplies.
- Maintaining the W-9's kept on file for all vendors, ensuring all W-9's are current, and that one on file for all current vendors.
- Maintaining the vendor list, make any necessary changes as needed.
- Requesting of all insurance certificates needed.

Administrative Assistant - 09/2014-04/2016

- Filing all paperwork as required.
- Run necessary business errands, purchase supplies for the location.
- Distributing purchase orders to other locations.
- Updating and maintaining the excel spreadsheets kept for business records.
- Helping out my supervisor as necessary on any projects that may arise, or any problems that need to be fixed.

Education

University of Phoenix - Online
Bachelor of Science - Business Administration

07/2012

Accounting Software

- TCMS, Command, Quickbooks, BMS, Satallite readings
- Microsoft Office