

Tonja Wagner

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PROFESSIONAL SUMMARY

Accounting and administrative-oriented professional with the skills and communication experience proven to achieve goals, complete projects, launch new systems, adapt to change, meet deadlines, and deliver quality work.

SKILLS

Sales Compensation Analyst II, Human Resources

Excel / PayMotive / Workday / Connect Now
Commission and Quota based incentive plans
Processing ~800 employees / team ~\$80+ M

annually

Annual plan creation, reporting, analysis
Quality Assurance Facilitator for HR Connect
Committees, Project Rollout

Accounts Payable, Full Cycle

QuickBooks / Dynamics / Great Plains
Oracle / Epicor / EPRO
3-Way matching
High volume check runs
Vendor management and evaluation
1099 maintenance and reporting
Terms and discounts
Expense reports

Purchasing

Oracle 11i
Reqs / POs / Blankets
Signature authorization
Procurement cards
Writing policy and procedures

Payroll, Accounting

Time & Attendance
Ceridian / SAP / AS400 / CIMSII
Union/Contract
Vacation/Holiday tracking
Absentee point system

Project Accounting

Project forecast / Cash flow
Sales / Use Tax
Reconciliations
Audit research
Month and Year end closings

Accounts Receivable

Billing / Credit verification
Cash management
ACH, EFT, Online banking
Collection

Administrative

Word / PowerPoint / SharePoint
Project Coordinator
Benefits / HR Admin

ISO 9001 / Internal auditor

Process improvement

Office management

Type 70 wpm / 13,000 kph data
entry

EDUCATION

Connect Now training 2020, Denver, CO	Munis training 2016, Tulsa, OK
Ethics and Diversity training 2019, Denver, CO	Skillpath Seminars 2014, Denver, CO
PayMotive (Oracle) training 2018-2019, Denver, CO	Business/Accounting 2012, University of Phoenix,
Sales Compensation training 2017-2018, Denver, CO	Westminster, CO – senior level coursework

PROFESSIONAL SERVICE

Arrow Electronics, Denver, CO	2017 to present
CFS, Denver, CO – PCA Tharco, Denver, CO	2017
Kelly Services, Denver, CO – BioScrip, Denver, CO	2017
Kelly Services, Denver, CO – National Multiple Sclerosis Society, Denver, CO	2016 – 2017
Pinpoint Personnel, Tulsa, OK – Tulsa Public Schools	2015 – 2016
Cunningham CPA, Tulsa, OK	2015
Benjamin West, Louisville, CO	2012 – 2015