

# Victoria Scheber

Thornton, CO

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303-667-6498

Authorized to work in the US for any employer

## Work Experience

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### **Collections Specialist**

Creative Financial Staffing

May 2020 to Present

- Daily AR collections using Vista for over \$869K and working with manager on large dollar ones.
- Billing of work orders 50-150 a day along with research of pricing and quantity issues.
- Allocating payroll to work order per project costs for over 100 employees.
- Auditing and accruing for open projects for month end close.
- Setting up new project locations (address, billing, site address, AR Customers) along with updating point of contacts and closing out job locations.

### **Accounting and Operations Specialist**

RealEyes Media LLC

June 2019 to March 2020

- Weekly check runs for 30 vendors along with setup of new vendors and collection of forms.
- AP Invoice coding per GL account and taxes for 2 separate companies.
- Daily AR billing of 25 invoices for adobe rebates and NBC billing of over \$600k.
- In Charge of handling all booking of travel matters for CEO and the company.
- Setup new employees with insurance and 401K including other deductions into system.
- Ran full payroll twice a month of 30 employees and entry into accounting system.
- Month end close reports to CEO along with a breakdown of budgets per GL account.
- Handled 10 credit cards and bank reconciliations monthly for accuracy along with 1099 forms.
- Direct help to the CEO of the company on any matters he may need.

### **Accounting Specialist**

NBCUniversal Media LLC

December 2016 to June 2019

- AP Cash reporting, check runs, ACH and Wires of over 500 vendors weekly along with rents.
- Handled purchase orders, contracts, master consulting agreements, statement of work, bank forms, W9.
- Setup of new vendors and employees in accounting system and reimbursement program.
- Handling all credit card and personal expense reports of over 40 cards for month end close.
- Analyzed, reconciled, and corrected variances with all invoices, statements, quarterly royalties.
- Performed monthly close duties that included reconciliations, journal entry submission of prepaid accounts and the accrue accounts. Handled year end 1099 forms.
- Entered 50 inventory purchase order invoices daily along with 100 AP invoices.

### **Retail Accounting Specialist**

Beatport, LLC

September 2012 to December 2016

- Entering of 50-75 AP invoices daily, along with purchase orders into MAS and Aestiva program.
- Handled prepaid accounts and the accrual accounts for month end close duties.
- Managed the approval flow of all invoices along with personal and corporate credit cards.
- In charge of entering 10 upper managements expenses reports for month end deadlines.
- Handled full payment runs for AP payments, rent payments, royalties, sounds payments and other bank transactions.
- Setup of all vendors into the system, purchase order system and our bank system.

### **Accounts Payable Specialist**

Caridian BCT

October 2011 to August 2012

Matching of 3 way purchase order invoices of 25-50 daily along with entry into SAP system to ensure accurate payments.

- Paying 75-100 American express invoices with vendor, uploaded into system so logistics could track discounts, along with assuring coding is correct for our freight bills.
- Processed 25-50 invoices daily into the AP systems for accurate timing for the payment runs.
- Handled check requests and payments with upper management as urgency was needed.

### **Retail Accountant - Treasury Analyst**

Crocs Retail, Inc

April 2008 to October 2011

- Match bank deposits to purchase orders, reconciled credit card statements, handled bank issue and shortages of accounts per 300 retail locations.
- Assured all retail cash accounts are reconciled monthly. Uploaded retail journal entries at month end along with reconciliations.
- Managed the rent systems, escalations and processed monthly rent roll of over 2 million dollars.
- Calculated all percentage rents due, rent deposits, rent increases and managed all retail rental leases into the rent system.
- Worked with location managements on 300 locations to resolve any outstanding cash issues.
- Performed special projects within the retail team to help the process flow better between departments.

### **Skills**

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- Proficient in Workfront
- Salesforce
- NetSuite
- QuickBooks
- Oracle JD Edwards
- Chesapeake T-Recs Enterprise
- AS400 (BPCS)
- Prolease
- Forefront
- MAS 200
- Microsoft Outlook

- Excel
- Citrix
- SAP
- Readsoft
- Pier
- Aestiva
- Concur
- Vista.
- Journal Entries
- Bank Reconciliation
- Accounts Payable
- ACH
- Pricing