

Wendy McMahon

Broomfield, CO 80023

wendymcmahon34_w3y@indeedemail.com

+1 720 838 0315

My primary objective is to seek long - term employment, utilizing what I have learned as well as expanding my experience base through new challenges. I am looking for a friendly and professional environment, where I can contribute to the organization and development of the company.

Work Experience

Accounting Analyst

Marsh & McLennan Companies-Broomfield, CO

March 2022 to Present

Review and process daily claims checks. Process voids, cash calls, fee payments, credit memos, manual entries, bank exceptions as needed every month. Reconcile client accounts, bank recs and cash recs for EOM.

Accounts Payable

Bestop, Inc-Louisville, CO

March 2021 to April 2022

LX, Docuware, Divvy, IConnect V-card processing, Excel

Full cycle Accounts Payable

Month End Accruals

Statement reconciliations

Accounts Payable Specialist

Viega LLC-Broomfield, CO

March 2020 to March 2021

SAP, Expense Reconciliations, Excel

Processed average of 900 to 1100 Invoices a month.

250 Expense Reports

Statement Reconciliations

Accounts Payable Specialist

Nite Ize-Boulder, CO

April 2017 to February 2020

- Systems:

- SAGE 100, ORACLE cloud based system
- Windows 10, Excel 2010, Microsoft Outlook

- Experience:

- Cash/Check deposit scan applications

- Credit Card & ACH payments
- Wire Transfer Payment applications

Credit and Chargeback Analyst

Gaiam Americas-Louisville, CO

July 2015 to April 2017

- Systems:

- Great Plains Accounting System
- Microsoft Windows 7, Excel 2010, Microsoft Outlook
- TITAN website using CINERAMA VISION for POD's CINCY website for POD's

- Experience

- Reviewing and researching customer chargebacks for all shortages/overages, violations, billing errors, returned goods, damaged goods, processing credits and adjustments to customer accounts

special projects for the Finance Director

Deveraux Colorado-Westminster, CO

June 2014 to July 2016

- Westminster, CO - June, 2014 - July, 2016 - Accounts Payable and Payroll

- Systems:

- Oracle Accounting System
- Kronos Timekeeping System

- Experience

- Vendor/Supplier Invoices - processing min. of 200 to 400 invoices per month, including mileage and expense reports, ensuring proper coding and authorizations were included.
- Reconciling Supplier and credit card statements as well as statements for special projects for the Finance Director.
- Payroll for 233 employees
- Weekly payroll adjustments (pre-payroll)
- Direct deposit entry for new and changing employee bank accounts.

Additional Experience:

- Systems:

- Dynamics Microsoft
- Windows XP
- Navision
- PowerPoint
- PayPal
- QuickBooks
- NOVA System

- Peachtree
- SAP Accounting Software
- Experiences:
 - Accounts Receivable
 - Month-End Close
 - G/L Posting
 - HR Monitoring and application of 401K, medical insurance, Aflac and Employee time off schedule.
 - Accounting Scheduling and Tax Preparation
 - Public Notary
 - Office Management
 - Legal Secretary
 - Full Charge Bookkeeping

Education

High school diploma

Skills

- Concur
- Quickbooks
- Peoplesoft
- Invoice
- Accounts Receivable
- Accounts Payable
- AP
- Sage
- Microsoft Excel
- Accounting software
- Microsoft Word
- Accounting
- Customer service
- Microsoft Dynamics GP
- ACH
- Balance Sheet Reconciliation
- Microsoft Dynamics Navision
- General Ledger Reconciliation
- Expense Report Reconciliation
- Microsoft Office

- Account Reconciliation
- Bank Reconciliation
- Auditing
- Journal Entries
- Databases
- Payroll
- ERP systems
- Tax experience
- GAAP
- Administrative experience
- Computer literacy
- Microsoft Outlook
- Bookkeeping
- Computer skills
- Supervising experience
- Time management
- Office management
- Event planning
- Payroll
- Communication skills
- Bookkeeping
- QuickBooks
- Tax experience
- Bank reconciliation
- Accounting software
- Accounts receivable
- Sage
- Accounts payable
- Microsoft Dynamics GP
- Microsoft Dynamics Navision
- Accounting
- Kronos
- Typing
- Customer service
- NetSuite
- Interviewing
- ERP systems
- SharePoint
- Windows
- Phone etiquette

- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- Office experience
- Oracle
- Databases
- Financial auditing
- GAAP
- Human resources
- Account reconciliation
- Computer skills
- Writing skills
- SAP
- SAP ERP
- Organizational skills
- Microsoft Office
- Administrative experience
- Project management
- Analysis skills
- Corporate accounting
- Communication skills
- Leadership
- Management
- Accounts payable
- Accounting
- Microsoft Excel

Certifications and Licenses

Driver's License