

Agnes (Aggie) McFarlane
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970-532-2752

SUMMARY

Successful experience in bookkeeping, accounting, customer service, and office procedures. Excellent communication skills and commitment to providing quality work.

EDUCATION

A.A.S. Accounting Degree, 1983- 1985 Aims Community College, Greeley, CO

EXPERIENCE

Nutrien, Loveland, CO Accounts Payable Representative/Credit Applications Sep 2018 - Dec 2018

- Confirm with Branch contact a supplier credit application was sent
- Verify credit application terms and conditions are compliant with Nutrien's company policies
- Update status of all credit applications to Sharepoint
- Send letters and packets of new acquisitions to vendors
- PeopleSoft, Sharepoint

Nutrien, Loveland, CO Front End User 2017 - Sep 2018

- Check each electronic invoice for correct information and move to Verify
- In Verify (Readsoft) check invoice information accuracy and move to SAP
- Pick up and scan postal mail into Readsoft for verification
- Check invoices in SAP for check processing information
- Read Soft (Verify), SAP

KForce - Crop Production Services, Loveland, CO Accounts Payable Scanner 2016 - 2017

- Pickup and sort mail according to classification: Chemical, Fertilizer, Seed, Expense, Utility
- Scan each invoice to appropriate classification shelf
- Check Accounts Payable email and process all invoices to correct classification shelf
- Check User Queue and process all invoices received to correct classification shelf
- Read Soft, Peoplesoft, On Base

Resolution, Louisville, CO Account Analyst/Cash Poster 2014 - 2016

- Collections for all medical financial classes
- Follow-up on contracts with insurance companies pertaining to rates, discounts and filing instructions
- Review EOB's and RA's to ensure payments posted correctly
- Handle requests for additional information and reconcile accounts for late charge, denials, missing codes, or other required information not provided at the time of initial billing
- Post and balance daily insurance check, electronic insurance and self-pay remits for a hospital and clinic. Remits are from commercial insurance, Medicare, Medicaid, and patients
- Check credit balances and contractual adjustment for accuracy

Collabera-IBM, Boulder, CO Customer Service 2011 - 2014

- Process tickets to provide service for maintenance/fix of customer's product
- Follow through with fix from time started through completion
- Verify fixes with customers and close tickets