

**Becky L. Meyer**  
**5303 Fossil Ridge Drive**  
**Fort Collins, CO 80525**  
**970-371-3143**  
**happi2beeme@hotmail.com**

**Objective:**

My objective is to utilize more than eighteen years of employment experience in business administration and ten years in accounting, including five years of entrepreneurial self-employment that also encompassed marketing and promotions. Offering maturity with a strong commitment to customer service. Considered by colleagues a "team player" with excellent public relation skills.

**Experience:**

**2010-Present Tolmar, Inc.** Fort Collins, CO

Journal entries for end of the month as well as credit card reconciliation and journal entry. Reconciliation of misc. cash, accounts payable other, salaries and tax payables and ELD entries. Manage the vouchered and unvouchered list of accounts, manage the issues list on every invoice that is wrong and work with receiving and purchasing to resolve these invoices. Entered and coded invoices with each cost code for individual jobs as well as answering vendor questions concerning job costs, printed and mailed vendor checks on a weekly basis, researched questions for vendors and company employees, printed and filed back-up copies of all jobs. Prepared deposits and kept up with the Account activity sheet, assisted Accounts Payable Manager with Fourth Shift upgrades. I was also responsible for W9 B report from the IRS Answered phones, typed letters and forms, filing and various other office duties as needed.

**2007-2009 Gerrard Excavating, Inc.** Loveland, CO

Entered and coded invoices with each cost code for individual jobs as well as answering vendor questions concerning job costs, printed and mailed vendor checks on a weekly basis, researched questions for vendors and company employees, printed and filed back-up copies of all invoices and checks. Distributed employee payroll checks, answered phones, ordered supplies, typed letters and forms, filing and various other office duties as needed.

**2005-2007 Connell Resources, Inc.** Ft. Collins, CO

Entered and coded invoices for all jobs, printed and mailed vendor checks on a weekly basis, assisted in answering vendor and employee questions as well as making sure invoices and checks had the correct backup before filing. Ordered supplies, answered phones, typed various forms and letters, filing, assisted in planning company Christmas parties and picnics.

**Education:**

I have been completed and passed the Accredited Payables Specialist program since 2012.

Yearly classes on 1099 reporting and sales and use tax.

2009	Aims Community College - Greeley, CO CNA
1995	Oklahoma Panhandle St. Univ - Goodwell, OK BBA, Business Administration
1986	Northeastern Jr. College Sterling, CO Associates Degree in Marketing Management