

# Julie Baumgart

Windsor, CO

[juliebaum731@gmail.com](mailto:juliebaum731@gmail.com)

8014738550

Authorized to work in the US for any employer

## Work Experience

---

### **Accounts Receivable Specialist**

Mountainland Supply Company - Orem, UT

December 2016 to Present

Manage assigned accounts and monitor aging invoices for regional companies. Process payments and post accordingly.

Research discrepancies.

Responsible for all incoming payments through companies banking system. Process all credit applications.

Submit all agricultural based accounts to appropriate office(s) for government approval. Assist with booking travel for executives on an as-needed basis.

### **Billing Specialist**

Hadco Construction - Lehi, UT

February 2016 to August 2016

Review and code department/ inter-department "dailies" for accuracy.

Create individual invoices per job based on information received from "dailies." Develop/Maintain tracking spreadsheet for profitability tracking.

Finalize invoices for review with division manager.

Once reviewed, create hard copy of invoices to send for payment.

Code and invoice all leaser tickets, receipts, parts invoices, etc.

Maintain customers lien-wavers with time constraints.

### **Personal Banker**

U.S. Bank - Pleasant Grove, UT

January 2014 to February 2016

Executed customer transactions, including deposits, withdrawals, money orders and checks.

Maintained balancing record with 98% rate of accuracy.

Responsible for branch vault accuracy.

Maintained appropriate cash levels on a weekly basis.

Advised customers on mortgage, purpose and personal loans. Maintained friendly and professional customer interactions

### **Accounts Payable Clerk**

Republic National Distributing Company - Littleton, CO

August 2010 to September 2010

Provided analytical support, account maintenance, problem resolution, and customer support to over 840 accounts.

Researched payment discrepancies and send collection letters to delinquent accounts. Cross checked and processed all incoming orders for delivery.

Responsible for all bank reconciliations.

Accountable for posting monies to customer accounts.

Provided order entry for all incoming customer calls. Responsible for setting up new customer accounts. Processed credits to be issued to accounts.

## Education

---

### **Associate**

## Skills

---

Accounts Receivable, Receivables, Accounts Payable, AR, Cash Application

## Certifications/Licenses

---

### **Driver's License**