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Lisa M Kahl

Experience

2004-2019 Seneca Foods Corporation Rochester, MN

Accounts Payable/ Backup Payroll

- Distributing incoming mail.
- Pay invoices, do a three way match with the Receiver, Purchase Order, invoice, make sure the PO is signed and the pricing is correct.
- Receipt accounts receivable payments.
- Reimburse employees who purchase something for the company.
- Reimburse the petty cash account.
- Cash Sales receipts are done weekly then entered in spreadsheet.
- Answer phone, Greet visitors, Page employee if needed.
- Update the Vehicle list and insurance cards.
- Journals are done monthly (distribution changes, accruals, Utilities, check transmittals).
- Emission Report (monthly).
- Bank Statement for petty cash (monthly).
- Enter shipping notices in spreadsheet
- Enter sick and vacation in spreadsheet and balance to Kronos.
- Fill in for payroll, process payroll records.
- Knowledge of Kronos, SAP, Citrix

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2002-2003 IBM Credit Union Rochester, MN

Mortgage Servicing

- Receive closing package from title Company and maintain member payments and automatic transfer.
- Prepare Satisfaction for paid loans.
- Prepare Notes for Secondary Market.
- Apply Mortgage loans payoffs on all first and second mortgages.
- Prepare payoff statements on all first and second mortgages.

1993-2001 Telex Communications Rochester, MN

NCM Coordinator

- Interact with the public, assist them with an application, or direct them to the appropriate resource.
- Answer switchboard with 6 incoming lines, page employees if necessary.
- Enter data in Microsoft word Access, Excel and Powerpoint.
- Develop process sheets, spreadsheets, create databases and flow charts.
- Lotus Notes 4.6, schedule and coordinate meetings.
- Knowledge of AS400, Oracle, and Autocad 14.

Education

1981-1984 Mayo High School Rochester, MN

Interests

Watching the Minnesota Vikings, Motorcycling, Fishing, Boating.