

# Cara Weber

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## E d u c a t i o n

**St. Dominic High School** ▪ *O'Fallon, Missouri*  
Diploma - College Preparatory

**Lindenwood University** ▪ *St. Charles, Missouri*  
Pre-Med/Biology, Communications

## E x p e r i e n c e

**Core and Main (formerly HD Supply Waterworks), St. Louis, Missouri**

**October 2006 - Present**

**Senior Accounts Receivable clerk - April 2009 - Present**

- Check scanning and cash application.
- Work with credit managers to adjust discrepancies and make changes on invoices.
- Maintain reports to identify errors in automatic payment posting and minimize future invoice adjustments required.
- Intercompany transfer of funds between lines of business.
- EFT entry and posting.
- Credit card payment entry.

**Accounts Payable Clerk - October 2006 - April 2009**

- Invoice entry and PO reconciliation.
- Expense report verification and entry.
- GL coding and entry.
- Inbound calls regarding payment information and account questions.
- Demonstrated ability to multitask and simultaneously assist our branches and our finance department.

## S K I L L S

- Experienced with web based accounting software - SAP and Great Plains.
- Experience with use of Office Suite products - Excel, Word, Outlook
- Demonstrated ability for speed and accuracy.