
JULIE HENSON

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Professional Summary

Experienced, detailed, focused Accounting Clerk committed to accurate payment tracking across all company departments.

Skills

- * Accounts payable specialist
- * Expertise in invoice and payment transactions
- * Account reconciliation
- * High-volume invoice coding and input experience
- * Prepare and process checks for multi-entities
- * Exceptional organization
- * Strong skills with MS Office
- * Excellent attention to detail
- * Investigate account discrepancies associated with processing of invoices
- * Process and follow-up on rush items
- * Assist with weekly reports and monthly closings
- * Research and resolve a variety of routine internal and external inquiries concerning account status
- * Managed & maintained employee files
- * Worked with Corporate office concerning employee benefits; open enrollment.

Work History

Accounting Assistant, 11/2009 to 02/2013
Propac Pharmacy – Vancouver, WA

Administrative Assistant, 05/2009 to 12/2009
Richard James & Associates, Inc – Vancouver, WA

Accounting/Billing Assistant, 10/2006 to 04/2008
Human Services Council – Vancouver, WA

Bookkeeper, 05/2000 to 11/2006
Portland Christian School – Vancouver, WA

Bookkeeper, 06/1991 to 11/1998
Investors Lending Group – Salem, OR

Education

Medical Billing and Coding, 2008
Apollo College - Portland, OR

Community/Volunteer:

- * Volunteer Connections Riverwalk, 2007
- * American Cancer Society Relay for Life, 1994 & 1995