



Brenna S. Ort

ACCOUNTS SPECIALIST | FINANCIAL MANAGEMENT | NOTARY PUBLIC

CAREER OBJECTIVE

Experienced and results-driven bookkeeper with over 15 years of expertise in managing financial records in dynamic, fast-paced environments. Proficient in all key areas of bookkeeping, including accounts payable/receivable, bank reconciliations, payroll, and financial reporting. Known for strong analytical abilities, with a proven track record of identifying opportunities for process improvements to boost efficiency and reduce errors. Highly skilled in using accounting software to accurately process invoices, reconcile accounts, and ensure timely payments while maintaining financial accuracy and integrity.

PROFESSIONAL EXPERIENCE

Accounting Manager / Accounts Payable Specialist

Jan. 2010-April 2015

Polygon Homes NW, Inc, Bellevue WA

- Managed full-cycle accounts payable, including invoice processing, PO matching, and sales tax calculations, ensuring accuracy.
- Identified and resolved overpayments and duplicate charges, saving the company upwards of \$1million annually.
- Processed 1,000-10,000 invoices weekly and conducted bi-monthly contract runs, maintaining strict adherence to vendor payment terms.
- Prepared executive-level financial reports for CFO, CEO and company presidents, resolving vendor-related issues promptly.
- Contributed to executive-level reporting by preparing detailed financial reports for the consideration of company presidents, CFO, and CEO, demonstrating strong problem-solving capabilities for vendor-related issues.
- Streamlined vendor payment schedules, ensuring timely payments within 30 days of receipt.
- Managed annual 1099 processing and ensured compliance with statutory requirements.

CONTACT

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CAREER SKILL SET

TECHNICAL

- Accounts payable
- Accounts receivable
- Financial reporting
- Bank reconciliations
- Payroll process

SOFT SKILLS

- Attention to detail
- Problem-solving
- Analytical skills
- Communication skills
- Time management
- Organization

TOOLS & SOFTWARE

- Quickbooks
- JD Edwards

Accounts Receivable / Payable Specialist

April 2007-April 2009

Roadway Specialties, Austin, TX

- Analyzed daily activity reports to ensure accurate and timely monthly billing cycles.
- Diligently prepared and notarized vital documentation for compliance with Texas state regulations and contractual obligations with general contractors.
- Resolved discrepancies in Texas Department of Transportation reports, ensuring accurate invoicing and compliance.
- Designed and implemented a tracking system for work performed and materials used, optimizing billing efficiency and material inventory.
- Managed vendor purchase orders and maintained office operations, including software updates and equipment maintenance.

Operations Manager

March 2005-March 2007

International Robusto CCTV, Hutto, TX

- Implemented QuickBooks and payroll setup, streamlining customer invoicing and payment processes.
- Created customer documents for the sales team to ensure accuracy and correct information.
- Oversaw import/export operations, ensuring timely delivery of products to customers across the U.S., Latin America, and Europe.
- Managed local sales and installations, maintaining strong customer relationships and satisfaction.

ADDITIONAL EXPERIENCE

Homestead Manager & Caregiver

April 2015-Present

Savannah, TN & Copperas Cove, TX

- Managed a family hobby farm in Tennessee, including budgeting, resource planning, and sustainable operations.
- Developed organizational and problem-solving skills in a hands-on, fast-paced environment.
- Provided compassionate care for a family member in Texas battling breast cancer, balancing complex responsibilities.

These experiences have shaped me into a detailed-oriented professional who values accuracy and efficiency, but also brings empathy and a strong work ethic to every task.

- Trueline Accounting Systems
- Club Management System
- Microsoft Office suite

EDUCATION

**Ivy Tech Community College,
Lafayette, IN | 2000-2002**

*Early Childhood Education
Dean's List (2000-2002)*

**Crawfordsville High School,
Crawfordsville, IN | 1999**

Highschool Graduate