**TERIA BLY**

**(469) 855-4514**

**Tcbly04@gmail.com**

**Education  
Cedar Valley Community College**

August 2003 to May 2005

**ATI Career Training Center**

Certificate: Computerized Business Administration

**Experience**

**Advanced Integrated Systems (contract via High Profile Staffing)**

**Accounts Payable/Accounts Receivable**

**March 2017 to February 2018**

* Ensure unapproved transactions are reconciled in a timely and accurate manner in order to ensure prompt payment to our vendors and suppliers.
* Coded high volume invoices (1500+ per month).
* Processed high volume purchase orders by three way matching.
* Full Cycle A/P, coding, data entry, and proofing work, as well as other people’s coding.
* Reconciling vendor accounts.
* Vendor set-up.
* Cut checks weekly and matching invoices, mailing and filing.
* AR Support, invoicing suppliers.

**Stream Realty, Inc.**

**Accounts Receivable Administrator**

**August 2016 to February 2017**

* AR Support for six Property Managers and Accountants for The Centralized Industrial and Retail properties, approximately 275 active tenants in MRI and Yardi.
* Pull cash from bank account lockbox and track all deposits & NFS in excel spreadsheet daily, create a batch and post all cash receipts, wires/ACHs, etc. within a 24 hour time period
* Run aged delinquencies report & rent ups (commercial billings), create a batch send out for approvals from PM and Accountant, make any necessary changes, post rent charges to GL account once all approvals are received, file and save all supporting documents to PDF file to SharePoint for S.O.C. purposes.
* Process bill-backs, security deposits, credit refunds and write-offs to bad debt and apply all prepayments by creating a new batch and posting to tenants account.

**Rexel USA**

Accounts Payable Associate

**November 2011-August 2016**

* Ensure unapproved transactions are reconciled in a timely and accurate manner in order to ensure prompt payment to our vendors.
* Recognize possible errors from the AP Processors and bring them up to management in order to ensure proper training is given to these individuals. This will minimize entry errors that may cause rework.
* Participate in accounts payable projects as designated by Manager. The arena would vary from project to project.
* Streamline and identify solutions for process improvements in the Accounts Payable Department.
* Ensure proper document retention for research and reference.
* Ability to work closely with others as a team player with a positive attitude, willingness to help others and the ability to work with minimal supervision.
* Work with branch locations to ensure timely resolution of invoice discrepancies within various queues.

**MERIT ENERGY COMPANY**

Accounts Payable Accountant

**April 2008 to April 2011**

* Review invoices to ensure correct coding and proper documentation to process payments in a timely manner.
* Print and distribute JIB invoices twice monthly to Senior Accountants that were divided by regions and processed accordingly, which included manual, ACH and card payments.
* Responsible for conversing with upper management to ensure appropriate signatures for all checks over 75K.
* Assist with 1099 Coordinator by mailing BNotice
* Letters to Royalty owners.
  + Print and mail Royalty Owners checks once per month.
  + Update Insurance Information on VMS daily to ensure vendors had proper insurance levels were met.
  + Reconcile vendor statements, contact vendors for any invoices that were listed on statement and not in our system showing being paid or in process of being paid.

**UNITY HUNT, INC**

Accounts Payable Associate

**October 2005 to April 2008**

* Reconciled bank statements monthly for 40 Trust & Business Accounts.
* Researched and resolved billing inquires in a timely order.
* Coded and keyed expense reports and invoices daily, approximately 150 weekly payables.
* Set up new vendors in Platinum Accounting System.
* Administrative support for two Senior Accountants.

**Computer Skills**

**MRI, Yardi, Prism**, **IFS,** **Access, Oracle, Word, Excel, Bluebird, PeopleSoft, SAP, and JD Edwards,**

**Great Plains, Solar Eclipse, Platinum**