

Tammie Tranby

Accounting II/AP-AR Lead - Air Mechanical

Cambridge, MN 55008

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I am interested in a position in a company that will utilize my abilities in accounting and finance while providing the opportunity to increase my knowledge and experience.

Work Experience

Accounting II/AP-AR Lead

Air Mechanical - Ham Lake, MN

September 2018 to Present

Ensure all AP & AR activities are completed in a timely manner.

- Enter AP invoices into the system and make sure of proper GL code & signatures.
- Reconcile Company's monthly CC statements.
- Record/post cash, checks, & CC transactions.
- Summarize received accounts, verifying totals, & preparing aging report.

Accounts Payable Administrator

Computype, Inc - Roseville, MN

July 2015 to August 2018

Processed weekly check run.

- Reviewed & processed all expense reports for accuracy & proper expense disclosure.
- Processed ACH & wire transfers.
- Handled month end journal entries reconciliation.
- Processed CC transactions & credits on Business PayPal.
- Uploaded & sent positive pay file to the bank.

Accounts Payable Specialist

Twin City Fan & Blower - Plymouth, MN

June 2001 to July 2015

Accounts Receivable & Accounts Payables

- Processed daily billing from ship log.
- Processed credit & debit memos.
- Balanced monthly general ledger accounts to accurately record cost & month end accruals.
- Coded & entered 100-200 invoices into the system a day.
- Processed weekly check runs.
- Set up & maintained vendor files in the system.

Skills

- Accounting (10+ years)

- Detail-oriented (10+ years)
- Excellent written (10+ years)
- Leadership skills. (10+ years)
- Accounts Receivable
- Accounts Payable
- Microsoft Word & Excel , Epicor
- Account Reconciliation
- Bank Reconciliation
- QuickBooks
- Sage
- General Ledger Accounting

Additional Information

Key Qualifications

- Detail-oriented, efficient & organized professional with extensive experience with accounting functions.
- Excellent written & verbal communication skills.
- Highly trustworthy, discreet & ethical.
- Leadership skills.