

Darcie Stennes

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#readytowork

Work Experience

Accounting Associate

BLACK BOX NETWORK SERVICES E

May 2003 to April 2018

- Corporate Program Administrator; Manage travel program with \$500k in annual spend
- Manage large corporate credit card program with \$250k in annual spend includes Purchasing Card Program and T&E
- Work directly with employees regarding travel issues to ensure employees are traveling within company guidelines, requires good judgment and excellent communication skills
- Reconcile monthly Purchasing Card vendor invoice and Airfare invoice; requires working closely with inter- departments regarding purchases, work closely with company travel agent for reconciliation purposes.
- Accounts Payable, manage large vendor accounts; entering invoices, reconciling vendor accounts. Requires attention to detail, team work and meeting month end close deadlines
- In Managers absence generate checks to vendors; send Positive Pay files to banks, requires high attention to detail & focus on process within the PeopleSoft System
- Audit Expense Reports for company compliance and allowance; collect over payments from employees; requires attention to detail, tact and diplomacy
- Work closely with Manager regarding day to day operations; requires excellent communication skills & ability to follow direction
- Manage assigned documents related to corporate programs on employee intranet, updating and changing as needed. Requires attention to detail
- Utilize PeopleSoft software (Finance & Human Resources interface) Microsoft Outlook, Microsoft Word & Excel

Lease Account Manager

BLACK BOX NETWORK SERVICES - Minnetonka, MN

May 2000 to May 2003

- Managed portfolio of multiple large lease customers. Maintained and supported all aspects of lease administration for those accounts. Including all required documentation, commencing lease on leasing software, corresponding with customer through telephone and written correspondence. Requires professionalism, accuracy and excellent time management
- Post up to \$80k cash and wire transactions on daily basis. Make appropriate General Ledger entries. Requires exceptional figure aptitude and attention to detail
- Utilize problem-solving skills to reconcile customer accounts relating to cash posting
- Communicate effectively with inter-department coworkers as well as other departments on a variety of situations arising from day to day operations

- Work closely and follow instruction from Manager regarding a variety of daily tasks
- Invoicing contact for 1300 contracts. Requires excellent communications skills as well as the ability to maximize Black Box Network Services income
- Work closely with sales representatives in regards to these accounts to continually strive to be well informed to meet the Customers current needs
- Maintained satisfactory collection practices and delinquency ratio acceptable to Management
- Utilize DSI software, Microsoft Outlook, Microsoft Word & Excel

Lease Credit Administrator

BLACK BOX NETWORK SERVICES - Minnetonka, MN

November 1999 to May 2000

- Responsible for resale and disposition of equipment at lease end. Requires exceptional negotiation skills
- Prepare and remit monthly sales tax returns to 46 states ; requires exceptional figure aptitude and concentration
- Collect on past due commercial accounts
- Instruct technicians regarding deinstallation of phone equipment; consistently monitor accounts to protect the company's assets

Finance & Insurance Manager

WALSER CHRYSLER PLYMOUTH - Hopkins, MN

January 1999 to October 1999

- Achieve and maintain one-on-one communications with a large and diverse population
- Complete and review all required lease & retail documents to protect the sale of a vehicle; consistently protecting the income of the dealership
- Assist customers with funding needs through complete interview and review of credit application and credit bureau matching customer's needs with lenders requirements
- Negotiating with lenders to approve deals; requires ability to think quickly
- Present and close customers on the benefits of protecting their loan to include the sale of life and disability coverage as well as extended service contracts; instrumental part of the income to the dealership
- Exceptional organizational skills
- Utilize Reynolds & Reynolds software

Sales & Leasing Consultant

WALSER IMPORTS - Richfield, MN

September 1997 to August 1998

- Initiate and present thorough presentation regarding the features and benefits of automobiles to a diverse population
- Handle objections effectively
- Exceptional ability to develop rapport with customers
- Strong negotiation skills which result in a win-win situation for both customer and company

Special Accounts Coordinator

CITY & COUNTY EMPLOYEE'S CREDIT UNION St

November 1996 to September 1997

- Responsible for handling all motor vehicle repossessions including assignment of repossession to third party and monitoring progress

- File Affidavit of Repossession documents on all repossessed vehicles with the state to ensure proper titling
- Work closely with Minneapolis Auto Auction regarding the resale of vehicles; consistently using good judgment to minimize company losses
- Conversing and corresponding with company attorney regarding litigation files to ensure proper recovery on default loans
- Handle all incoming Chapter 7 and Chapter 13 bankruptcy filings; meeting deadline requirements.
- Excellent figure aptitude used to prepare month end delinquency report for management
- Work closely and follow instruction from supervisor regarding a variety of daily tasks
- Utilize Microsoft Word, PSCU, Spectrum and Excel

Bankruptcy Representative

OLYMPIC FINANCIAL LTD - Eden Prairie, MN

April 1996 to November 1996

- Responsible for handling all Chapter 7 and Chapter 13 bankruptcy filings within a two-state region
- Prepare Proof of Claims to be filed with the bankruptcy court, meeting deadline requirements
- Negotiate with Debtor's attorney regarding the Chapter 13 plan terms for the benefit of the company
- Advise branch offices regarding the status and repossession of vehicles
- Coordinate with assistant on a daily basis both incoming and outgoing correspondence
- Utilize Microsoft Word, Lotus and Rumba

Education

Associate in Applied Science

NORTHWEST TECHNICAL COLLEGE East Grand Forks - East Grand Forks, MN

August 1993 to May 1995

Skills

- Account Reconciliation
- Accounts Payable
- Credit Analysis
- PeopleSoft
- Accounting
- Accounts Receivable