

Rebecca Gardenhire

Accounts Payable & Receivable Specialist

Austin, TX 78727

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Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Lonquist & Co. LLC - Austin, TX

October 2018 to Present

- Handle daily A/P processes; manage vendor/supplier relations; and oversee the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions for US & Canada.
- Effectively processed Check Runs up to \$4 Million weekly for the company and other entities.
- Review and enter over 300 weekly vendor invoices and audit electronic expense reports for accuracy.
- Responsible for Daily Cash reports, entering deposits and coding for pre-approved vendor bills.
- Review and code employee expense reimbursements for proper support and accuracy.
- Reconcile company credit cards each month and import all company credit card transactions into system.
- Manage vendor relations and prepare 1099's for vendors and sub-contractors.
- Process Monthly Partner Distributions.
- Prepare accounts payable related reports and provide information as requested by management or auditors.
- Suggest and implement process improvements to maximize efficiency and effectiveness of A/P.

Staff Accountant

Dircks Moving & Logistics - Phoenix, AZ

March 2014 to August 2018

- Successfully managed accounts receivable of collections totaling over \$2 million in revenue monthly.
- Increased operational efficiency and company's profitability by timely and accurately posting payments.
- Provided internal and external support with updated reports and current notes using company databases and specialized accounting software.
- Managed the monthly, quarterly and year-end close processes of accounts receivable, including preparing reports/schedules, analyzing revenue and providing other ad hoc information requested by management, audit or other departments.
- Ensured Accounts Payable were paid in an accurate and timely manner while adhering to departmental policies and procedures.
- Processed invoices for payment by making comparisons to purchase order/subcontract, prices, payment terms, and charges.

- Created General Ledger entries as needed to offset accounts.
- Resolved discrepancies by partnering with the accounting department.
- Communicated with clients for collecting outstanding balances and payment plans.

Virtual Customer Service Representative

SPRINT/ALPINE ACCESS - Denver, CO

2013 to 2014

- * Answered inbound customer calls concerning services and products and reported problem areas when needed including device errors and troubleshooting.
- * Utilized various systems and tools to assist and service customers.
- * Continually maintained working knowledge of all company products, services and promotions.
- * Utilized operational systems to process purchases of all products and services.
- * Administered system functions on all opening, closing, and balancing procedures according to finance guidelines, and accepted and managed payment arrangements.

Store Manager

ORECK CORPORATION - Chandler, AZ

2011 to 2013

- * Managed store operations by ensuring exceptional performance and excellent customer service.
- * Assist customers in all aspects of store services including handling complaints and inquiries
- * Trained and supervised employees.
- * Coordinated sales promotions and provided sales targets.
- * Served as a liaison between customers and various departments within the organization.
- * Enforced all company approved policies and procedures
- * Recruited employees, managed payroll, conducted performance appraisals and progress, and maintained attendance records.
- * Motivated associates in a team environment to peak performance levels by encouraging training and professional development and provided recognition and rewards for outstanding performance.

Customer Service Agent

Dillards/Alpine Access, Inc - Denver, CO

2009 to 2011

- * Answered incoming calls and provided information relevant to the service or product asked for.
- * Investigated customer problems and provided speedy resolutions
- * Generated tickets in order to resolve customer issues not resolved over the phone.
- * Accepted payments, processed credit limit approvals, and handled adjustments to account information.

Office Manager/Bookkeeper

Progressive Data Systems - North Windham, CT

2006 to 2009

- * Managed all A/P and A/R functions, bank reconciliations, payroll, monthly, quarterly, and annual taxes.
- * Provided customer service to clients and managed scheduling for clients as well as technicians.
- Followed up on all work orders and maintained the work order system.
- Created financial budgets and reports for weekly, bi-weekly, and monthly planning.
- Processed all credit card transactions and bank deposits and/or eft's.
- Performed computer hardware installations at customer site.

Education

Associate

Skills

- TRAINING (2 years)
- AP (7 years)
- AR (6 years)
- DOS (Less than 1 year)
- Accounts Payable
- Accounts Receivable
- Quickbooks
- Invoice
- Deltek-Ajera (1 year)
- Great Plains (2 years)

Additional Information

- * Organizational Skills
- * AP/AR

- * Solution-Focused
- * Service Delivery
- * Training & Development
- * Payment Management

Technical Skills

Proficient in VANS, Great Plains, MoverSuite, Quickbooks, FilemakerPro, Microsoft Office (Excel, Word, Outlook, etc). POS.

Proficient using Macs and PC's and Dos systems.