

Brent Welton

Highly organized and detail-focused Accounting Clerk/Inventory Clerk with an exceptional track record of accurately handling financial and inventory reporting in deadline-oriented environments.

Joplin, MO 64804

brentwelton6_nrt@indeedemail.com

Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts, and ensuring accuracy and completeness of data.

Proficiency in managing accounts payable, general ledger journal entries and monthly fiscal closing.

All aspects of Inventory Management and tracking through various spreadsheets and data entry programs.

Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.

Excellent computer skills; Proficient with Microsoft Word, Microsoft Excel, Spreadsheet design and 10 key tabulation. Experience in Walker accounts payable database, QuickBooks, Oracle (General Ledger Accounting System), SAP, EO-Star, Agris, M-Tech Feedmill Inventory database, and able to learn proprietary systems/applications quickly and easily.

Authorized to work in the US for any employer

Work Experience

Accounting Clerk

Interstate Transportation Equipment Company - Joplin, MO

October 2018 to Present

Responsible for Accounts Payable and Receivable entries in QuickBooks, Handling day to day operations of ITEC customer and vendor billing and payments. In addition managed all aspects of trailer sales and rentals for our sister company JDS Rentals.

Key Contributions:

- * Worked with Mechanics and Office staff in billing customers for work done.
- * Reconcile monthly bank statements and daily deposits.
- * Applied payments and credits to Vendor and Customer Accounts
- * Daily Communication with Bank and Vendors
- * Handled telephone and walk in customer questions and payments

Route Process Administrator/Inventory Control

Ozark Coca-Cola - Joplin, MO

October 2013 to October 2018

Responsible for inventory, route settlement and other various administrative duties

Key Contributions:

- * Work with Warehouse staff along with Business Manager and Financial Analyst at Corp Office to reconcile Finished Goods inventory on a daily basis.
- * Verify and compare Wal-Mart DSD's to the route invoices.
- * Perform route settlement functions
- * Settle and post in EO-Star Route/Full Service bank and EO-Star deposits on a daily basis
- * Track IFTA Truck and Driver records into spreadsheets
- * Handle front window customer sales and employee buys

Data Entry Operator

Ozark Center - Joplin, MO

May 2012 to February 2013

Perform the entry of information to maintain databases through custom software. Perform quality work and interact professionally with other employees. Work effectively as a team contributor on all assignments. Works directly for and reports to the Information System Supervisor.

Key Contributions:

- * Review discrepancies in data received requests clarification or advise supervisor of issues related to data and perform data verification routine in accordance with Ozark Center procedures.
- * Interact with departmental and other staff on matters affecting data and publication flow also make recommendation for improvement or enhancement to job process to ensure standards in data entry, collection, and retrieval.

Central District Pricing Clerk

TAMKO - Joplin, MO

September 2006 to April 2012

Maintain and update pricing information for the Central District Sales Team. Central District includes the four-state area, and also the upper Midwest such as Iowa, Minnesota, Wisconsin, Illinois, and Michigan. Input and maintain prices and conditions for over 300 individual products in the integrated SAP business system. Validate correct pricing and credits on invoices to customers. Assist all Territory Managers in Central District and other Districts if the need arises with sales questions and price validations, along with data entry and price matrix control.

Key Contributions:

- * Assisted in testing and implementing the SAP Business system into TAMIKO for the sales department.
- * Maintain Job Quote Database and Pricing Spreadsheets in support of Sales Team.

Inventory Control Clerk

Continental Timber - Carthage, MO

July 2005 to September 2006

Manage all aspects of product inventory at reload locations, and assist in dispatching customer orders with various freight lines. Designing and maintaining various spreadsheets to facilitate in the selling of our product. Maintaining and checking all office records and files for accuracy. Communicating with customers and vendors on a daily basis pertaining to orders or inventory purchases. Manage daily office upkeep and organization.

Key Contributions:

- * Designed and modernized inventory control and sales spreadsheets.
- * Assisted in maintaining computer network and functionality.

FeedMill Accounting Clerk

ConAgra Foods - Carthage, MO
March 2000 to June 2005

Manage all financial transactions, posting debits and credits, producing financial statements, and recording all transactions for the Sherwin KS Feed mill. Prepare management reports and financial summaries using Microsoft Excel detailing company's financial status. Generate Inventory Spreadsheets and formulas using Excel, verify and balance commodity receivers. Pay vendors on PO created Walker System. Manage Feed Inventories and raw ingredients used and processed by feed mill on Agris and M-tech Databases. Researched and resolved billing disputes. Knowledgeable on the Oracle General Ledger Accounting System.

Key Contributions:

- * Supported a significant increase in productivity levels by streamlining accounting processes.
- * Prepared and delivered to management under increasingly shortened timelines, accurate monthly closing financial statements.

Education

Associate in Accounting with Data Processing

Vatterott College - Joplin, MO
May 1997 to June 1998

Some College in General Courses

Collin County Community College, Rose State Community College

Skills

- Excel
- Accounts Payable
- Accounts Receivable
- Data Entry
- Financial Statements
- Inventory Management
- Quickbooks
- SAP
- Bank Reconciliation
- Pricing