

# Jenney (Jennifer) Denney

Vancouver, WA 98662

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#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Clerk**

Omega Industries - Vancouver, WA

October 2018 to Present

Vendor Invoice reconciliation

Matching POS

Posting payments

Researching past due accounts

Maintaining files

Check runs

Data entry

### **Bookkeeper/Data Entry/Accounts Receivable/Auditing**

Grover Electric and Plumbing - Vancouver, WA

October 2015 to March 2018

Responsibilities

Daily revenue auditing

Collections

Maintain customer accounts

Post payments

Monthly reporting

Data entry

Accounts payable

Monthly balancing/reporting

Vendor invoice reconciliation

Safety coordinator

Gave safety meetings

All general office duties

### **Accounts Payable**

Grover Electric & Plumbing

October 2005 to March 2018

## Education

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## High school or equivalent

### Skills

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- All duties involved in Collections, Credit, Accounts Receivable, Accounts Payable and Workplace Safety. All general office duties, Excellent written and Verbal communication skills, very proficient in most computer programs.
- Accounts Receivable
- Accounts Payable
- Invoice
- AP
- Quickbooks
- As400 (10+ years)
- Collections (10+ years)
- Credit Analysis (10+ years)
- Data Entry
- Bookkeeping
- English
- Accounting
- Accounting Software
- Negotiation
- Customer Service
- General Ledger Accounting
- Auditing
- Account Reconciliation
- General Ledger Reconciliation