

# Kristina Bigelow

Jackson, MI 49203

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517-206-4237

I thrive in finding solutions to problems and making the impossible possible. A positive outlook and determination along with a need for constant learning and personal growth lead me to out of the box thinking.

## Work Experience

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### **Accounts Receivable Specialist**

Mager Scientific, Inc - Dexter, MI

March 2019 to Present

- Enter and Invoice Equipment Orders
- Send Customer Packets and run Credit Checks
- Print and send customer statements
- Apply Daily Deposits
- Reconcile AR
- Update Customer Accounts

### **Staff Accountant**

Great Lakes Caring - Jackson, MI

July 2013 to March 2019

- Payroll Journal Entries, Allocations and Accruals
- Fixed Assets - Enter into Great Plains, Depreciate and Balance
- Nurse car Lease and Fuel Allocations
- Bookkeeping and Financials for related entity in QuickBooks
- Bookkeeping for Non-profit Hospice Foundation
- Allocate Employee Insurances
- Additional Health Insurance Accruals
- Workers Comp Allocations

Staff Accountant 1

July 2013 - March 2019 Great Lakes Caring, Jackson, MI

- Daily Cash Deposits
- Enter daily bank transactions in to Great Plains
- Reconcile monthly bank statements, deposit reports, and clearing accounts
- Balance Petty Cash
- Replenish Gift Cards

### **Accounts Payable Specialist**

Great Lakes Caring - Jackson, MI

October 2011 to July 2013

- Process daily mail - Code and enter invoices into Great Plains

- Answer vendor/Customer calls
- Pay Vendor Invoices - File Vendor Payments

### **Accounts Payable and Collections Specialist**

Colorbök Inc - Ann Arbor, MI

July 2006 to September 2011

- Process daily mail - Code and voucher invoices into Great Plains
- Answer vendor/customer calls
- Month end accruals and reports
- Invoice customers and process daily cash

### **Data Entry Specialist**

TruGreen ChemLawn - Ann Arbor, MI

April 2006 to July 2006

- Open daily mail
- Make daily bank deposits

### **Customer Service Representative**

Flagstar Bank - Brooklyn, MI

August 2002 to February 2006

- Balance daily cash drawer
- Open Checking, Savings and CD accounts
- Money Orders and Cashier Checks

## Education

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### **Bachelor of Business Administration in Accounting**

Baker College - Jackson, MI

January 2006 to June 2008

## Skills

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- Proficient in Excel, Word, Power Point, Quick Books, Great Plains
- Experienced at typing and 10-key
- Problem Solver
- Organized
- Multitasker
- Accounts Payable
- Bookkeeping
- Outlook
- Quickbooks
- Accounts Receivable
- accounting