

PROFESSIONAL EXPERIENCE ACCOUNTING & FINANCE

1973

Management Trainee, Rainier National Bank Crown Hill Branch, Seattle, WA

Duties included loan service and new accounts, verifying and posting transactions from overnight lock box deposits, daily auditing and balancing the bank, verifying, and posting receipts and resolving any discrepancies.

1976

Accounts Receivable Specialist, LA Clark Company, Seattle, WA

LA Clark Company supplied parts and findings to manufacturing jewelers and watchmakers.

Responsible for all accounts receivable processing, ensuring the company received payments for goods and services, performing account reconciliations, maintaining accounts receivable files, investigating, and resolving any irregularities or inquiries and assisting in producing general financial analysis and reporting.

1984

Accounts Receivable Specialist, Foss Alaska Line, Seattle, WA

Foss Alaska Line specializes in comprehensive marine transportation services for the states of Washington and Alaska. Responsibilities included processing 1 million dollars per day in accounts receivable payments for shipping receipts received by the company. Performing account reconciliations, investigating, and resolving any irregularities or inquiries, assisting in producing general financial analysis and reporting and maintaining accounts receivable files and records.

2000

Accounts Receivable Specialist University of Washington Alumni Association, Seattle WA

Responsible for all accounts receivable processing of alumni contributions to the various colleges and schools of the University of Washington including performing account reconciliations investigating and resolving any irregularities or inquiries.

