***Tracey Dawn Marhoffer***

**Contact Information**

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**EDUCATION**

2008- CAPPA level 1- Production Accounting at SAIT, Calgary, AB.

2005- Excel Spread sheet/ Formulas & PowerPoint Presentations at SAIT, Calgary, AB.

2004- Bookkeeping Diploma through Granton Institute of Technology, Toronto, Ontario.

1981-1986- Grade twelve diplomas at Kelowna Senior Secondary School, Kelowna, B.C

**SOFTWARE SYSTEMS USED**

Peoplesoft, Oracle Microsoft Navision, Yardi, Markview, AccPac, Sage Platinum, Simply Accounting, SAP, JD Edwards, Cortex, MS Dynamics SL & AX, MS office suite; Excel, Word, Adobe.

**EMPLOYMENT HISTORY**

December to March 2023

**City of Calgary- City Hall Finance Dept.-**Randstad temporary contract

**Process Accounting & Administrative Assistant (in office & remote position)**

* Year- end financial project work. Processing YE adjusting Journal entries corrections in Oracle Peoplesoft system. Upload supporting excel JE worksheets & email correspondence back up attachments into Oracle. Using SAP system to access stored financial reports.
* Preparing YE financial statement binders for internal & external audit reviewers.
* Assisting with City property damage insurance claims. Editing excel spreadsheets to modify final data to send to insurance claims dept along with providing cover sheets & photocopy attachments of claim details.

September to November 2022

**Unified Systems Group-Telecon Enterprise-** Data telecommunications services- Randstad temporary contract

**Accounting Technical Assistant-Accounts Receivable & Accounts Payable (in office & remote position)**

* **Accounts Receivable**: Billings; creating client invoices in Microsoft Navision program. Working with Project Managers to receive required paperwork such as, PO’s, WO’s, Quotes to create client invoices.
* Verifying correct Client billing contact info such as: email, address & phone numbers in Navision
* Creating new Job number files in Navision for PMs to start new jobs for their clients.
* Creating new POs in Navision for PMs client’s relating to job materials & equipment rentals.
* **Accounts Payable**: Vendor invoices; electronic processing of Vendor invoices in Navision by verifying accuracy of invoices. Checking quantities, prices & correct product & services billed & received. Matching invoices up to packing slips received. Reviewing monthly statements.

November 2021 to January 2022

**City of Calgary Housing Authority-** Randstad temporary contract

**Accounts Payable Invoice Administrator (in office & remote position)**

* Review vendor invoices in Yardi accounting system for accuracy prior to forwarding to Accounts Payable for payment. Contacting vendors for missing invoices, credit memos & statements.
* Requests submitted to management team for approvals on any extra charges on invoice changes such as additional hours or materials billed.
* Making sure that all received and entered invoices have approved PO numbers for job locations.

February-March 2020

**FGL Sports-CDN Tire Group of Companies-**Hay’s Recruiting (temporary contract, ended due to CoVid)

**Accounts Payable Clerk**

* Entering, coding Vendor invoices into PeopleSoft accounting system
* Scanning & splitting multiple page attachment invoices, packing slips and PO’s in Adobe to upload files in PeopleSoft program
* Contacting Sales managers and related team members for invoice approvals to pay
* Contacting Vendors for missing invoices to reconcile to monthly statements.
* Liaising with Vendors and my dept. team members on payment inquires, vendor questions or invoicing concerns.
* Creating excel spreadsheet attachments for invoice coding and formula totals to show payment breakdown for various store Vendor locations regarding monthly net, gross and sales tax amounts on account billings.

December 2019

* **Mobiltex Data Systems; Receptionist & Admin Assistant-** Randstad (temporary contract)

November & December 2019

* **Rancho Realty; Receptionist & Admin Assistant-** Hay’s Recruiting (temporary contract)

May 2018- February 2019

**Mark’s Commercial Corporate Office- CDN Tire Group of Companies** (Hays Recruiting, temporary contract**)**

**Sales Support Admin Assistant, Billing Clerk**

* Assisting Sales Support dept. with processing sales orders in Microsoft Dynamics AX for their commercial corporate clients.
* Advising the Sales Support dept. of any upcoming credit limit issues on client’s accounts for pending sales orders.
* Updating Sales Support dept. on current inventory product levels.

**E-commerce Administrative Assistant (in Office & Remote position)**

* Assisting E-Commerce team with Information Management for new internet ordering website
* Building sales quotes in AX for product inventory, adding in customized logos, embellishment options and preferred pricing.
* Advising management of discontinued products that need to be replaced for client’s ordering selection on website.
* Editing Excel spreadsheets downloaded from AX to confirm accuracy for correct item products before uploading onto clients ordering website.

November 2016 to August 2017

**Burnco Rock Products**

**Accounts Receivable, Credit & Collections Analyst (**Randstad Staffing Agency, temporary contract**)**

* JD Edwards software program for analysis & data entry of collections.
* Soft and hard collection calls and email communication to clients for pursuing account payments.
* Maintaining and updating multiple company excel spreadsheets for collection notes and payments daily.
* Communicating with internal sales reps, management & accounts receivable staff within my group on progress of payment activities from clients as well as analysing at risk clients for credit account holds.
* Assisting with opening new account applications & with revising credit limits on existing accounts. Recommendations for closing existing credit accounts with the corporate credit manager and team members.
* Processing credit card payments on accounts & emailing client’s receipts.
* Forwarding couriered cheque payments to cash reconciliation analyst for deposits
* Emailing client’s requested missing invoices and statements.

June to September 2016

**Okanagan College Kelowna, B.C.**

**Accounts Payable (part-time summer contract)**

* Accounts Payable; main duties, data entry of vendor invoices and employee expense claims into Oracle.
* Verifying correct PO matching of invoices in system.
* Verifying correct coding & expenses claimed for employees.
* Scanning completed invoices and expenses into electronic document imaging.
* Reviewing vendor’s monthly statements
* Processing weekly EFT & cheque run for Employees, Canadian & U.S. Vendors
* Corresponding with Vendor’s regarding payment & invoice inquires

November 2015 to February 2016

**TriquestNDT pipeline inspection services (winter contract)**

**Accounts Payable, Accounts Receivable & Administration**

* Accounts Payable duties; data entry of vendor invoices into Sage 300, matching PO’s and packing slips to invoices, filing cheque payments. Liaising with vendors regarding missing invoices and statements & inquiries regarding payments. Reconciling company credit card statements & matching up employee receipts. Reconciling, pre- paid bank statement transactions for utilities & miscellaneous charges.
* Accounts Receivable duties; entering customer’s cheque & EFT payments into Sage 300, preparing cheques for bank deposits, filing payments. Assisting in setting up new client credit applications, credit references and documents.
* Reception and Administrative duties; typing correspondence letters to vendors, clients & employees, filing, arranging for couriers, ordering stationary supplies.

June to Aug 2015

**Temporary Summer Contract Accounting & Administration Positions**

* Accounts Payable, Accounts Receivable & Administration duties for clients through local staffing agencies.

November 2014 to April 2015

**Sanjel Corporation (company closure)**

**Accounts Payable Assistant**

* Accounts Payable, data entering of vendor invoices and matching of PO's & packing slips to invoices into Microsoft Dynamics AX.
* Manuel journal entries of non- PO vendor invoices
* Reconciling monthly vendor statements
* Contacting vendors and buyers regarding PO corrections and discrepancies
* Corresponding with vendors regarding payment inquiries & missing invoices
* Matching and filing of cheque and EFT payment remittances and invoices

March to November 2013 & June to September 2014

**Temporary Contract Accounting Positions**

* Accounts Payable, Accounts Receivable & Payroll duties for oil and gas industry clients through local staffing agencies.

September 2012- January 2013

**Williams Energy**

**Accounts Payable Analyst-contract position**

* Accounts Payable Analyst: monitoring and finalizing completion of CAD and US vendor invoices that have been outsourced to third party Accounts Payable department outside of Canada for payment processing.
* Markview software program to view third party A/P invoice processing and make necessary correction adjustments to help finalize invoices for payment. Correctly code non-po invoices and send for approval for payment.
* Oracle software program for data entry in po project accounting engineering invoices to track vendor billed amounts against allotted project budgeted amounts for capital billings and send to A/P treasury department for payment.
* Collaborating with A/P treasury dept. in U.S. to prepare and send correspondence for wire EFT payments for contract engineering companies and capital project vendors.
* Respond to vendor payment inquiries and forwarding invoices to A/P processing department, communicating with vendors to notify them of upcoming payments and arrange for requested courier delivery of payments.

March 2009 - March 2012

**Fluid Clarification Inc. (small Engineering firm)**

**Full-time Bookkeeper, Accounts Payable, Accounts Receivable**

* Accounts Payable duties; data entering of electronic and paper invoices into Platinum-Sage accounting software & Excel. Processing CAD and US cheque runs on the 15th and 30th of every month. Processing GST and HST Remittances to CCRA. Processing B.C. and Sask. PST remittances. Maintaining vendor relations with regards to invoice questions, credit memos & payments. Monitoring aged accounts payable reports. Match purchase vouchers & packing slips to invoices and statements.
* Accounts Receivable duties; Recording and Reconciling EFT cash deposits and entering in customer payments into Platinum software & Excel. Maintaining Customer Relations regarding Collection Call inquiries on Aged Receivable Reports. Create oilfield technical lab invoices to send out to clients. Preparing & organizing cheque payments as well as Joint Interest related payments for bank deposits
* Month end bookkeeping duties such as: preparing General Journal entries, reconciling monthly bank statements and preparing monthly financial statements; income statements, balance sheets, cash flow and trial balance sheets for the Corporate Accountant. Assisting with processing monthly employee expense payments.
* Annual YE project tasks; JE adjustment entries, analysis on expenses and revenues on reports.