# **Christopher D. Hilgenberg**

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**Work History**

**Golub Corporation Work Experience** 2009 - Present

**Accounting Clerk III**

* Analyze Advertising budget to actual spend each period. Review charges for the period to ensure they are recorded in the proper fiscal period and make adjustments were necessary. Prepare journal entries to record variances. Provide explanations for variances to upper management.
* Prepare, code, and process invoices for Advertising and other various departments within the organization. Invoices are reviewed for sales tax accuracy and adjusted where needed.
* Download and prepare data for review and payment of fuel liabilities each day. Ensure reasonability of dollars posting to the account and working with IT to resolve data issues as they occur.

**Customer Service Supervisor**

* Provide excellent customer service including but not limited to processing select bill payments and handling customer complaints.
* Organized teammates schedules to ensure full coverage of the front end at all times.
* Responsible for balancing of cash tills and store pos system each day reporting all discrepancies and following up with individual teammates on cash over/short issues.

**Technical Skills**

Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Access

ProcureIt Purchasing/Payment System UNIX GL

**Education**

B.A. Economics, Minor: Business Administration May 2016

University at Albany GPA 3.12/4.0

A.A. Liberal Arts May 2014

Hudson Valley Community College GPA 3.25/4.0

**Academic Achievements**

Dean’s List Fall 2013

Spring 2014

Spring 2016

**Relevant Course Work**

Urban Economics Money and Banking Public Finance Financial Accounting Economic Statistics Distribution Income and- Wealth Economics of Development Business Integrated- Technologies