

Angela Circo
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OBJECTIVE:

I am a highly, motivated professional seeking accounting position.

SKILLS/STRENGTH:

Accounts Payable, Accounts Receivable, Accuracy, Attention to Detail, Confidentiality, Highly Computer Literate, Research Abilities, Creative Problem Team, Work as Team Player, Excellent Organization Skills, Solid Communicating Skills

SKILLS:

OFFICE SKILLS:

Excellent customer service, computer proficiency, cash management, spreadsheets, billings, and strong data entry

SOFTWARE:

Excel, Word, PowerPoint, Intacct, QuickBooks, ADP Workforce Now, Paycom, Fixed Asset Pro, BAAN, Oracle, Infopro, ASAP, Events Pro, General Ledger

EXPERIENCE:

1/2021 to Current Republic Services (Formerly Gallegos Sanitation) Fort Collins, CO
Division Accountant

-Revenue/Inventory/Intercompany/Prepaid Accounts
-Monthly Sales and Use Tax, Retail Sales Tax, Consumer Use Tax – 2 states
-Account Reconciliations, Balance Sheet and Profit and Loss, Identifying Trends, Month-End Close Process, Journal Entries and Account Reconciliation.

11/2014-12/2020 Gallegos Sanitation Inc Fort Collins, CO
Payroll / Accounts Payable / Financial Analyst

-Quarterly Payroll Tax Returns, Workers' Compensation
-Accounts Payable, Pay Vendors by Check, ACH or Credit Cards, Reconciling 25 Bank Accounts
-Trained new employees to the Accounts Payable department.
-Worked with all departments regarding AP invoices with questions.
-Yearly Unclaimed Property for 5 companies.
-Monthly Sales and Use Tax, Retail Sales Tax, Consumer Use Tax – 2 states
-Account Reconciliations, improving Process

8/2013 – 10/2014 Pope Tax Service Fort Collins, CO
Payroll / Admin / Accounts Payable

- Payroll for Clients, Accounts Payable, Prep, enter and copy tax returns
-Customer Service, Phones, Filing, Mail

9/2012 – 2/2013 Matrix Meetings, Inc. Rochester, MN
Receptionist / Admin / Bookkeeper

-Phones, Filing, Mail, Order Supplies, reconciled 6 accounts and created Chart of Accounts.
-Enter in registrations and process in Your Pay (Data First)

8/2005 – 5/2012 ADP Fort Collins, CO
Accounts Payable / Issue Resolution Analyst / Customer Services / Administrative Assistant

-Accounts Payable, Accounts Receivable, Check Requests, Printing Checks, Generating Statements, and Month End Entries
-Audits, Starts, Bankruptcy, Setting up new vendors, Update Changes, California Workers' Compensations, Credit Authorization, Credit amounts and Collection Accounts
-Client Service, Orientation, Placing Orders, questions on reports, invoice questions

EDUCATION:

University of Phoenix – Associates Degree in Accounting of Computer Science - 2009

REFERENCES: -References upon Request