

Chelsey Halbrook

Office Administrator - Joanne Underhill & Associates

Lafayette, CO 80026

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Professional Summary

To combine my education, experience as well as knowledge, in order to secure a mutually beneficial career opportunity.

Work Experience

Staff Accountant

LU-TEK-Arvada, CO

March 2025 to Present

Oversee day to day AR/AP. Billing, Customer & Vendor accounts. Reconciliation, Collections. Oversee accounting team.

Accountant

Rein Designs LLC-Louisville, CO

March 2024 to December 2024

All aspects of full scale accounting in manufacturing industry for \$8 million company.

A/R

A/P

Collections - Invoicing

Payroll / Commissions

Workers compensation reporting

Journal Entries

Bank reconciliations / Credit card reconciliations

Taxes - Quarterly, Annually preparations

HR for 50+ employees

Rebate calculations and payouts

Office Administrator

Joanne Underhill & Associates-Denver, CO

2015 to January 2024

- Accountant for two separate Law firms
- Office Administrator for both law firms
- HR for both firms for all employees/Insurance through marketplace/Supplemental Insurance/401K management with co matching
- Finance Manager for all personal finances
- Balancing/reconciling of trust accounts, along side Quickbooks, Retainer Lists, PC Law
- Balancing/reconciling of multiple sub accounts to all sub trust accounts to main Coltaf accounts

- Payroll for both Companies
- Accounts Receivable/Payable/Billing
- Financial Reporting of Daily/Monthly/Yearly Sales as well as Reporting of P&L/Earned Income/Refunds/Accounts Payable/Receivable/Projections
- Financial Analyst to all clients trust accounts/third party expenses/case filings/trial costs etc.

Debt Analyst/Accounting

Financial Counseling Services-Denver, CO
2013 to 2015

- Financial Consulting for Consumer Debt
- Inside Sales/Qualifying/Closing/
- Account Analyst/Account Management/Customer Service
- Accounts Receivable/Payable/Collections/Sales Tax
- Negotiations for settlement with Banks for consumer credit accounts

2320 High Lonesome Trail, Lafayette CO 80026
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Owner/Designer

LeaBow, LLC-Denver, CO
2010 to 2013

- Custom design of hair bows, headbands, clips, etc
- Daily/Monthly/Yearly Operations Management
- Accounts Payable
- Accounts Receivable, Collections
- Budgeting
- Bookkeeping
- Marketing, Promotions, Brand Development
- Scheduling, Coordinating of all Events
- Contract Negotiations
- Business to business sales/Business to consumer sales
- Sales Tax/Business Tax/Personal Tax

Sr. Debt Analyst

Debt Relief of America-Denver, CO
2005 to 2009

- Financial Consultant for Consumer Debt
- Qualifying/Inside Sales/Closing
- Account Analysis & Management
- Accounts Receivable & Accounts Payable
- Sales Tax

Accountant/Sales

Dimaco, Ltd-Dallas, TX
2003 to 2005

- Outside Sales for Direct Marketing Firm/Account Management

- Cold Calling/Appointment Setting
- Bidding/Closing
- Accounts Payable/Receivable/Payroll
- Process Quarterly Employers TWC & FUTA
- Balance Postage Account
- Sales Tax/Commissions/Collections
- Health/Dental/Supplemental Insurance Accounts
- Process all Year End Taxes
- Process Year End Depreciation & Amortization Taxes

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Accounts Payable/Buyer

Reclaimed Textiles Co-Dallas, TX

2001 to 2003

Purchasing/Accounts Receivable & Payable

- Purchased used Shoes & Clothing - exported internationally
- Accounts Payable/Receivable/Payroll
- Deposits/Inventory Control/Customer & Vendor Services

Education

Accounting (Bachelors of Business Administration)

University of Texas at Dallas-Dallas, TX

1999 to 2003

Associate's degree

Bachelor's degree

Upper secondary education

Bachelor's degree in accounting

Bachelor of Science

Skills

- Inventory management
- Microsoft Outlook
- Cost accounting
- Accounts Payable
- Financial Statement Preparation
- Balance sheet
- Attention to detail

- Scalability
- Bank Reconciliation
- Microsoft Access
- Windows
- Account Analysis
- Google Workspace
- Payroll
- 10 key typing
- Research
- Microsoft Office
- QuickBooks
- Financial close processing
- Account Reconciliation
- Payroll processing
- Technical accounting
- Word processing
- Operations Management
- Tax accounting
- Adobe Acrobat
- Forecasting
- GAAP
- EDI
- Time management
- Financial Report Writing
- Microsoft Powerpoint
- Math
- Microsoft Dynamics 365
- Purchasing
- Account reconciliation
- Journal Entries
- Commercial building projects
- Financial analysis
- Financial concepts
- Accounting data entry
- ADP
- Financial accounting
- Productivity software
- Restaurant experience
- Vendor management
- Debits & credits

- Google Suite
- Cash flow analysis
- Public accounting
- Drafting
- Pivot tables
- Project management
- Financial software
- Analysis skills
- Outside Sales
- Construction administrative experience
- General Ledger Reconciliation
- Microsoft Excel
- Accounting systems
- Bookkeeping for tax purposes
- Account analysis
- Accrual accounting
- Database management
- ASP
- Law office
- Supervising experience
- General Ledger Accounting
- Credit analysis
- Data entry
- Sage
- Yardi
- Data analysis skills

Certifications and Licenses

Certified Bookkeeper

Certified Notary Public