

**Christian Servantez**  
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**Longmont, CO 80504**

## **Objective**

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- Accounting professional with great communication abilities and high attention to detail. Well, timed for quality, timely completion of work with a talent for quickly learning new technology software. Organized and productive and is a self-motivated worker.

## **SKILLS SUMMARY**

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- **Computers:** QuickBooks, Zoo Hoo Books, Adobe, MS Dynamics, Excel, Word & Outlook.
- **Office:** Accuracy, professional correspondence, customer service, human resources, and independent judgment with a high level of confidentiality.
- **Bookkeeping:** Accounts payable, accounts receivable including estimates, invoices, sales orders & purchase orders & reconciliations. Paychex payroll. Credit card management reconciliation. Setup and maintenance of constant spread sheet updates including sales, AR, AP, and cash flow.

## **PROFESSIONAL EXPERIENCE**

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### **Elite Health Partners, LLC – Longmont, CO**

**Apr 2022 – March 2024**

Accounting Associate/Staff Accountant

To: CFO and Accounting Manager

- Assisting in monthly and year-end closing financial statements
- Month end inventory reports and inventory counting.
- Preparing and posting journal entries in Zoo Hoo books software.
- Processed employee reimbursements; maintained vendor & employee payable files.
- Reconciled 5 bank accounts monthly, ensuring proper general ledger posting.
- Processed bank wire & ACH payments for vendors & employee reimbursements.
- Reviewed invoices for sales tax, maintained and filed quarterly sales tax reports.
- Payroll for 30-40 employees.
- Processing AP/AR invoices and ensuring accuracy.
- Weekly fulfillment invoicing to customers and ensuring accurate billing.
- Assisting with forecasting and sales reporting.

### **Appliance Factory & Matters Kingdom - Thornton, CO**

**Oct 2021 –Mar 2022**

#### **Accounts Receivable Specialist**

To: Corporate Controller and Accounting Manager at company

- Managed accounts receivable for the corporate headquarters.
- Communicated issues and resolved discrepancies with accounting teams.
- Audited receivables for accuracy; and maintained communication with vendors.
- Processed employee reimbursements; maintained vendor & employee payable files.
- Processed 50-100 checks per week for all store locations.
- Managed 25-50 credit cards, entered transactions.
- Processing payments with Vendor Cafe, Paymode X to collect A/R from contractors and customers.
- Processed company-wide customer refunds.
- Prepared accounts receivable for weekly check run.
- Perform weekly AR trending reports.

## **Education**

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### **Community College of Denver**

- **August 2020 – May 2022**