

# Christina Castle-Evans

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## Accurate Accounting Professional

A performance-driven and meticulous professional with years of experience in the accounting and financial sphere. Proven history analyzing data, providing accurate insights, cultivating and maintaining strong relationships, and delivering world-class service while increasing financial profitability

— Areas of Expertise —

Accounting Procedures | Client Management | Customer Service | A/R & A/P |

Reconciliations | Human Resources

Administrative Support | Leadership | Client Relations | Training | Account

Management | Communication

Process Improvement | Financial Statements | Auditing | Bookkeeping | Payroll |

Invoicing | Budgets

— Career Accomplishments —

Earned recognition for delivering accounting services that boosted the company's purpose and profitability

Discovered +\$50K in lost revenue by completing lease abstracts for both leases and amendments

Successfully invoiced over 1 million per week

## Work Experience

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### **AP Specialist**

CW Keller & Associates, LLC - Longmont, CO

March 2022 to Present

Audit payables for accurate information regarding purchase orders, correct receiving, approvals and pricing. Ensure coding and entries are correct before entering. 3-way matching performed electronically and filed, attached to entries in software. Process weekly aging to Director of Finance. Field collection calls from Vendors. Monitor two difference emails. Process monthly statements from Vendors. Any special projects requested to do. Filing and mailing of checks.

### **AP/AR Specialist/Executive Assistant/Office Manager**

Allen Service - Fort Collins, CO

July 2018 to February 2022

Audit payables for accurate information regarding purchase orders, correct receiving, approvals, pricing. Ensure coding and entries are correct before entering (effects Volume bonus for techs), process weekly and monthly check run.

Set up new vendors, w-9 and 1099s. Build Vendor relationships. Post payments, bill clients and collections. Reconcile monthly credit cards of owners/managers and process payment. Track open purchase orders and assist in inventory counts.

Manage Accounts payable email box, process monthly sales tax. Assist in monthly end processes. Maintain company gas cards and license plates for fleet vehicles.

Maintains several excel spreadsheets to cross reference information. Process permits for installs of equipment with 10 different counties/cities. Coordinate with clients to get inspections done and ensure they are getting done in a timely manner. Process time/volume reports for payroll on all service techs (approx.

60). Monitor and process out of 5 different email boxes. Set up cell phone and tablets for all techs (approx. 100). Maintain cell phone list, gps system, Phone system and software so all communicate for techs. Handle new vehicle purchases, licensing and insurance (approx. 100). Handle all supply purchases for company.

Track/reconcile employee tool accounts. Handles Service Partner Program – signing up new members, collections, invoicing and customer relations. Back up several positions in the company. Assist anyone with any special projects.

Key Accomplishments:

- Praised for optimizing efficiency and productivity by providing dedicated assistance to the Accountants, Owners, Operations Manager and Controller.
- Demonstrated ability handling multiple responsibilities simultaneously, resolving issues with expediency.

### **AR/AP Specialist, Project Coordinator, Cost Control Coordinator**

1888 Industry Services - Ault, CO

February 2014 to July 2018

Process and verify Toilet/Trash/Dumpster tickets, researching and invoicing Field Tickets (approx. 150 per day). Use extensive QuickBooks experience to verify and input customers and wells. Process accounts receivables, payables, and collections for all 4 companies. Maintain and file customer account and credit memos, research and match purchase orders and packing slips to invoices, code and enter invoices, and reconcile monthly statements to accounts. Track BID billing/Costs. Accurately manage and process payroll and input into ADP. Facilitate daily operations of the Billing Department by supporting Biller, Collections, ADP input, and auditor.

Key Accomplishments:

- Praised for optimizing efficiency and productivity by providing dedicated assistance to the Accountant, Jr Accountant, and Controller.
- Demonstrated ability handling multiple responsibilities simultaneously, resolving issues with expediency.
- Proven history invoicing over 1 million per week.

### **Accountant**

Steve Casey's Four Seasons - Loveland, CO

March 2013 to December 2013

Prepared monthly financial reports, audits, and daily cash reports and monthly/annual budget. Fulfilled all aspects of accounts payable and receivable processing. Set up and updated all new and existing vendor accounts. Trusted with daily deposits to the bank. Performed monthly Sales Tax filing with state and city. Printed month end statements, and reconciled vendor statements, accounts receivable, and customer files on a monthly basis. Processed BI-monthly, monthly, and weekly payroll and quarterly/monthly Payroll Tax Filing. Organized new hire paperwork and fulfilled various human resource duties. Acted as Administrative

Assistant to General Manager and Sales/Finance Manager and provided support to the Receptionist.

Key Accomplishments:

- Successfully managed the entire accounting office at Loveland store.

- Handled multiple tasks/engagements accurately and efficiently while meeting deadlines.
- Recognized for efficiently learning company new software.

### **Accountant**

DigeTekS - Frederick, CO

September 2012 to March 2013

Managed BI-weekly payroll processing, while monitoring all vacations, insurances, garnishments, contract labor, and claims. Performed all aspects of accounts payable and receivable, payroll, and bank statement processing and reconciliation.

Updated and maintained all new vendor accounts. Performed daily deposits to the bank. Maintained customer and vendor master files. Prepared monthly Sales Tax filing and quarterly/monthly Payroll Tax filing. Created new Service Orders in

Tigerpaw for Consultants.

Key Accomplishments:

- Commended for providing accounting services that increased the company's purpose and profitability.
- Standard Parking

### **Trip Reduction Coordinator Bookkeeper, Facility Manager**

A/P - Phoenix, AZ

October 2010 to August 2012

Managed Trip Reduction Program for all Bank of America locations in Maricopa County. Accurately reconciled accounts payable and receivable, and payroll.

Reported all alternate transportation usage by bank associates. Held responsibility for new Vendor Accounts and Reconciliation of vendor invoices and submitting for payment. Managed all Van Pool drivers, ensuring compliance to reporting policies and procedures. Maintained master spreadsheet and bus pass stock for all BOA locations in MC. Participated in monthly TRP meetings. Conducted monthly site visits to Bank of America locations to promote TRP. Assisted in monthly parking/ticketing at BOA locations.

Served as virtual bookkeeper for Salt

Lake City locations/Phoenix locations.

Key Accomplishments:

- Achieved letter of accomplishment by VP of Bank of America for the biggest response from locations.

### **Senior Branch Administrator, Bookkeeper, Facility Manager, Lease Branch Administrator**

Ampco System Parking, Inc. - Phoenix, AZ

April 2004 to October 2010

Prepared monthly financial reports, audits, and daily cash reports and monthly/annual budget. Managed one-man location that had diverse parking needs.

Assisted with tracking maintenance needs, staffing and traffic volume to ensure maximum revenue control, scheduling, recruiting, hiring, training, and termination. Maintained all aspects of the accounting system and lease system.

Managed all aspects of accounts payables and receivables, and payroll for approx.

200 employees. Acted as Administrative Assistant to Branch, Operations, and Office

Manager, and provided support to the Receptionist.

Key Accomplishments:

- Recognized as the go-to-person for resolving customer complaints, concerns, and issues.
- Identified more than \$50K in lost revenue by completing lease abstracts for both leases and amendments.

- Achieved several nominations for employee of the month.

## Education

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### **Computer Networking**

Parks College - Denver, CO

### **Accounting / Business**

Barnes Business College - Denver, CO

## Skills

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- DataPro
- Mas 90
- Scan Net
- Apache (Score)
- AS400
- One World
- JD Edwards
- World
- McGann
- Tiger Paw
- IDS Software
- New Park
- QuickBooks
- QuickBooks 2017 Contractor Version
- Windows 8
- Spectrum
- Servman
- ADP
- Pedigree
- Maas360
- MS Office (Excel, Word, PowerPoint and Access)
- Outlook  
...continued...
- Accounting
- Analysis skills
- Communication skills

## Links

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<http://linkedin.com/in/Christina-evans-3a514787>