

DAISY CHAVEZ

CONTACT

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-  Brighton, CO

EDUCATION

High School Diploma
GOAL High School
05/2018

Bachelor of Science: Accounting and Finance
Arizona State University
Expected in 12/2027

SUMMARY

Passionate and highly-motivated professional with a diverse variety of skills and training. I enjoy problem-solving and numbers with a proven track record through organization, utilizing data, tools, and communication to contribute to the company's success.

WORK EXPERIENCE

Accounting Specialist

National Pavement Partners 02/2025-Current

- Daily management of accounts payable including: coding invoices, processing payments, and monitoring the general ledger.
- Tracked and allocated costs related to specific jobs. Including labor hours, materials, additional costs, and overhead.
- Analyzed job profitability, prepared cost reports, and ensured accurate budgeting on WIP report.
- Assisted in calculating monthly sales commissions.
- Assisted the Controller in any other projects such as audits.

Bookkeeper/Administrative Assistant

The Colorado Group 04/2024-02/2025

- Manage detailed calendars, attend board meetings with building owners, be the main point of contact through owners, tenants, vendors, and maintain confidentiality.
- Reviewed monthly rent roll and prepared annual budgets.
- Oversee the day-to-day function of all bank accounts for 50 properties.
- Reviewed/entered new leases. Prepared new tenant packages with important documents. Along with tracking outstanding rent balances, assisted with contacting tenants via email or phone.
- Created and finalized financial and maintenance reports for property owners.

Accounting Assistant

Champion Auto Carriers 01/2023-04/2024

- Daily management of accounts payable and accounts receivable including: coding invoices, processing payments, and monitoring the general ledger.
- Daily reporting of cash balances for the cash forecast for every month.
- Prepare bank deposits from customers and vendors. Apply payments via ACH, Lockbox, and transfers.
- Reconcile the bank statements and credit card statements.
- Processing monthly payroll and benefit reconciliations. Ensure employees are paid accurately and labor compliant.
- Prepare 1099s and sales tax returns.

SKILLS

- Positive Attitude
 - Detail Oriented
 - Multitasking
 - Organized
 - Communication
 - Time Management
 - Fluent in Spanish
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