

 720.775.8670

 vangiec22@gmail.com

Evangeline Castaneda

Accounting Manager

Professional Summary

Resourceful Accounts Receivable Manager and Accounts Payable with advanced understanding of customer invoicing procedures and the value of networking and building client relationships. Experienced in developing, implementing and managing all accounting operations and procedures for the accounts receivable department. Number-savvy and tech-savvy with proficiency in Microsoft Office, specializing in Excel and Outlook, and also Google Workspace. Dedicated to cultivating and maintaining enduring relationships with external customers in order to enhance customer relations.

Work History

Accounts Payable Clerk| AVI Roofing Inc. Denver, Colorado - February 2024- August 2025

- Manage high volume matching and accurate coding of non purchase and purchase order vendor invoices
- Review purchase orders and supporting documentation for proper approval and coding
- Assist with weekly EFT and check runs to ensure timely vendor payments
- Monitor aged payables and keep vendor accounts current to maintain positive vendor statements
- Research and resolve invoice issues and discrepancies to ensure accuracy
- Maintain and update vendor files including W-9, company name or address changes, invoice dates, payment due dates, and mergers
- Reconcile vendor statements to the AP ledger to ensure accuracy
- Provide support during audits to ensure compliance
- Create, maintain, and update documented systems of accounting policies and procedures
- Collaborate with the broader finance team to facilitate a smooth month end closing

Accounts Receivable and Billing Lead| Kleen-Tech Denver, Colorado - July 2022- February 2024

- Establish newly acquired company billing cycles and procedures
- Maintain customer data, contacts, and invoicing preferences
- Analyze and modify customer and vendor contracts to generate automated invoicing cycles within NetSuite as needed
- Manage and reconcile commercial property work orders and construction projects
- Daily correspondence with customers/vendors regarding invoices, documentation, resolution of billing issues/questions
- Approve and execute all company credits, rebills, and adjustments
- Process credit card transactions and check deposits
- Payment application of incoming payments
- Identify payment discrepancies (over or short pays) and communicate with customers as needed for prompt problem solving

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- Updated aging reports based on weekly audits

Accounts Receivable and Billing Manager| Load To Ride Transportation & One Stop Freightways

Denver, Colorado - October 2017 - June 2022

- Verify freight charges using customer rate tariffs, rate confirmations, broker negotiations
- Work closely with sales team and company owner to ensure rates are aligned appropriately
- Approve all daily invoices (100-350+ daily), generate invoice print, and distribution of invoices according to customer/vendor preferences.
- Upload invoices and or enter freight details into customer/vendor portals and websites as required by their individual AP departments
- Reconcile daily AR ledger and verify proper posting
- Manage daily cash flow by selling invoices to a third party factoring company
- Daily correspondence with customers/vendors regarding invoices, documentation, resolution of billing issues/questions
- Approve and execute all company credits, rebills, adjustments, and write-offs
- Process credit card transactions, check deposits, facilitate office petty cash
- Manage and analyze new customer credit applications to negotiate and approve credit, collections and AR contracts per company policy
- Apply and post all cash receipts and incoming payments
- Identify payment discrepancies (over or short pays) and communicate with customers as needed for prompt problem solving
- Updated aging reports based on weekly audits

Senior Administrative Assistant| National Credit Care
Westminster, Colorado - January 2014 - October 2017

- Support company operations by preparing and updating documents, reports and spreadsheets
- Head various company audits and special projects
- Prepare internal/external correspondence between lending offices, mortgage brokers, and clients
- Lead in detailed database and sales lead entry
- Submit and reconcile sales and growth statistics within company executives
- Identify delinquent accounts and submit to collections department
- Handle any and all administrative and receptionist functions

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General Manager of Operations|Massage Envy Spas

North Denver District, Colorado - September 2008 - November 2013

- Worked in a management environment with oversight of division level managers, operations, sales, finance, human resources, safety and compliance.
- Oversee clinic operations of 2,800 members and 65+ staff
- Processing franchise company payroll
- HR duties including hiring and onboarding of new employees, conduct disciplinary actions, maintaining employee records and licensing
- Sales management and training
- Maintain rapidly growing active membership base and revenue
- Exceptional customer service including customer escalations and membership services
- District wide inventory, supply control, vendor purchasing. expense reporting
- Direct sales and quarterly merchandising directives in each clinic
- Front desk operations

Education

High School Diploma- Aug 2001- May 2005 Legacy High School Broomfield, CO

- Maintained a 3.5 GPA throughout high school career
- Member of Student Council and Business Marketing in DECA
- Awarded in athletics

Professional Executive Level References

Available upon request