

Gary De Leon

Notary Public

Westminster, CO 80031

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Highly experienced and resourceful Accounts Payable/Accounts Receivable Specialist with HR Experience.

Extreme commitment and adherence to every aspect of confidentiality. Unique ability of immediately establishing customer and team rapport and trust. Successful track record of reducing management workload,

increasing office efficiency, and exceeding customer expectations. Core competencies include:

- Word, Excel, Outlook, MS Office • Deltek, Computer Ease, Acclamare, Tribute
- Quick Learner • Domestic Travel
- Impressive Customer Satisfaction Record • Verbal/Written Communication Skills
- Strong Listening Skills • Conflict Resolution

Authorized to work in the US for any employer

Work Experience

Accounts Payable/Receivable / HR Assistant

HYATT PLACE WESTMINSTER - Westminster, CO

April 2021 to December 2022

- Reconcile expense reports.
- Maintain bookkeeping databases and spreadsheets, updating information as needed
- Create reports and balance sheets that document overall profits and losses
- Input invoices into payables system for vendor payments
- Daily time recording of employees' timesheets
- HR assistance with onboarding
- Payroll bi-monthly
- Handle any HR issues with corporate office
- Daily cash balancing of three cash registers
- Daily bank deposits
- Reconciliation of bank accounts and award programs
- Daily revenue reports for profits
- Daily labor reports to track labor expenses
- Order office supplies
- Statement reconciliations
- Collections
- Ensure that staff was compliant and happy

Office Manager / A/P, A/R Clerk

POWER SCREENING - Denver, CO

September 2019 to April 2021

- Reconcile expense reports.

- Processed check and EFT payments for three (3) different branch offices (SLC, DEN, ALB) in a timely and accurate manner.
- Account reconciliation for month end.
- Process Credit and Debit memos.
- Set up new vendor accounts - Check credit worthiness with D&B.
- File SMM Taxes monthly with Adams County Clerk and Recorder Office.
- Applied customer payment to client accounts.
- A/P and A/R duties as needed.
- Assist with monthly sales tax reports.
- Review vendor and service provider agreements.

Office Manager / A/R Clerk

ABSOLUTE CAULKING AND WATERPROOFING - Denver, CO
June 2015 to August 2019

- Reconcile expense reports.
- Created work Protocols.
- Reconcile and submit Use Tax monthly
- Travel Arrangements.
- Assist Controller with reconciliation of bank account.
- Account reconciliation for month end.
- Process Credit and Debit memos.
- Set up new vendor accounts.
- Coordinate monthly staff meeting with lunch.
- Assist with monthly sales tax reports.
- Review Sub Consultant agreements (AIA Contracts).
- Certified payment requests through Textura and Pro Core Systems.
- Online Notary of lien waivers.
- Set up permits.
- Use Tax calculations

Office Manager / Emergency Procedures

CORE STAFFING- United Airlines
January 2012 to May 2015

- Reconcile expense reports.
- Schedule 100+ students for class
- Lunch coordinator
- Light accounts payable
- Travel arrangements of large groups
- Vendor payments
- Notarize vendor payments
- Ordering of office supplies

Skills

- Initiating work
- Analyze, troubleshoot,
- Configure/report sales protocols and problem solve and use tax monthly.

- Record management
- Detail Oriented /
- Journal Entries and Multi-Tasker General Ledger VOLUNTEER
- Westminster Community Center
- Volunteer once a week to assist with elderly needs.
- Customer service