

Gina Garcia
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Objective

Accounting/Payroll Specialist targeting a position where I can utilize the skills and training, I have acquired. Seeking a company where I can continue to grow and contribute to the success of the company.

Professional Experience

JBS Pipeline Staff Accountant	Commerce City, Co	01/2024-01/2025
<ul style="list-style-type: none">• Full cycle AP• AR, Process Billing Invoices, AIA Billing, Lien Waivers, Textura, Notarize• LCP Tracker• Reconcile Bank statements, Gas/Credit Card statements• ME GL JE's• Job Costing/Coding		
Higherground Landscapes, Office Manager	Arvada, Co	09/2021-06/2023
<ul style="list-style-type: none">• Full cycle AP and AR (3) way match• HR, Hiring, Process New Hires, Apr-Nov MAC employees• Process payroll, Certified Payroll, Lcp Tracker, Viewpoint, Contractor Foreman• AIA Billing, Lien Waivers, Textura, Procore, Flashtrack, Gallagher• Reconcile Bank statements, Gas/Credit Card statements• GL Job Costing		
Sun – Harley Davidson, Accounting Specialist	Thornton, Co	12/2016-08/2021
<ul style="list-style-type: none">• Full cycle Accounts Payable, 3 Way matching• Coding invoices• ACH posting and funding notification posting• Cash reconciliation, Cash clearing, Trade pay off posting• Bank/CC reconciliations		
Technology Constructors Inc, Accounting Specialist	Arvada, Co	08/2013-12/2016
<ul style="list-style-type: none">• Full cycle AP and AR• Process Payroll 200 employees, Certified Payroll, LCP Tracker, Viewpoint, WY ICX, Spectrum, Procore, Exaktime• AIA Billing, Lien Waivers, Submittals, Textura, Bill.Com, Peachtree (Sage)• HR Onboarding, Health Ins Coverage,• Equipment Management, Cost, Repairs,• Reconcile Bank/CC Statements		

Education

CCD Denver, Co Associates Degree 2010