

Karina Arellano-Cabral

Denver, CO 80239

karinaarellano8_4ws@indeedemail.com

+17204439997

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

Trimas Life Science-Denver, CO

March 2024 to December 2024

- Performed daily financial transactions, including accounts payable and receivable, ensuring accuracy and timeliness
- Managed the general ledger system, reconciling bank statements and resolving any discrepancies
- Collaborated with cross-functional teams to ensure compliance with accounting policies and procedures
- Conducted regular audits of financial records to identify errors or inconsistencies and implement corrective actions
- Assisted with year-end closing activities including preparing audit schedules and supporting documentation as required by auditors
- Collaborated with external vendors to resolve billing discrepancies effectively while maintaining positive relationships

Accounting Coordinator

SRK Consulting.-Denver, CO

December 2022 to January 2024

- Vendor Maintenance & Relations, including but not limited to payment of invoices and new vendor set up.
- Organized, registered, scanned and filed invoices.
- Weekly Check Runs
- Time Sheet processing for employees and subconsultants.
- Multi-tasked and prioritize workload to meet deadlines
- Assembled reports utilizing a variety of sources.
- Worked with other departments to resolve billing questions.
- Completed special projects on an as-need basis.
- Reconciled intercompany transactions between multiple entities within the organization
- Maintained confidentiality when handling sensitive financial information
- Responded promptly to inquiries from vendors regarding payment status or invoice discrepancies
- Participated in cross-training initiatives within the accounting department to enhance knowledge base
- Audited employee expense reports against company policies and ensured timely reimbursement
- Matched/Entered invoices into Microsoft Dynamics GP
- Monthly credit card reconciliation and reclass journal entries

Accounts Payable Specialist/Payroll

Steel-T Heating-Englewood, CO

March 2016 to March 2022

- Reviewed & coded all invoices for appropriate documentation and approval prior to payment
- Processed 3-way P.O. matching of invoices, up to 1000 plus monthly items
- Ensured all invoices are paid by the stated due date and/or discount date
- Researched and resolved invoice discrepancies and issues
- Verified Invoice Tax by various taxing entities to ensure correct submission
- Audited and processed credit card statements
- Processed weekly check run
- Matched invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Responded to all vendor inquiries
- 1099 Maintenance
- Reconciled vendor statements, research and correct discrepancies
- Assisted with month end close
- Provided excellent internal and external customer service and guidance
- Accurately maintained payroll database ensuring compliance with federal and state laws
- Performed data entry to process new hires, terminations, or other changes in employee status
- Managed workflow to ensure all payroll transactions are processed accurately and timely
- Processed bi-weekly and Salary payroll
- Reconciled payroll prior to transmission and validate confirmed reports
- Special projects as assigned
- Worked with Microsoft Excel, Word and Office
- Performed High level of analytical and problem-solving skills
- Multi-tasked and prioritize workload to meet deadlines
- Maintained files and documentation thoroughly and accurately, in accordance with company policy

QA Auditor

Pinpoint Staffing/Stewart.-Denver, CO
June 2014 to March 2016

- Ensured CFPB regulations were met on all Short Sale Approval Letters.
- Audited files within set time frames.
- Provided coaching to short sale specialists.
- Completed general data entry duties

Default Servicing Resolution Specialist & Underwriter

Urban Lending Solutions-Broomfield, CO
July 2012 to May 2014

- Responsible for intake of telephone calls & written complaints from customers regarding their mortgage loan.
- Conducted first-level research to address customer's questions and concerns.
- Provided updates to clients regarding their accounts.
- Kept accurate records of customer interactions, and recorded details of inquiries, complaints, or actions taken.
- Processed mortgage modification applications.
- Responsible for gathering, organizing and tracking loan documentation

Loan Servicing Specialist

City of Huron-Huron, CA
September 2011 to July 2012

- Provided information to customers on a wide variety of mortgage loan servicing topics, to include, loan payments, quoting payoffs, payment research, property taxes, insurance, and other mortgage loan programs.
- Assisted with processing daily loan transactions.
- Performed account maintenance and new loan booking.
- Responsible for data entry of new loan accounts.

Sales Representative

Colonial Life & Accident Insurance-Denver, CO

August 2010 to June 2011

- Conferred with clients to obtain information about claims made on their policy.
- Acted as a liaison between the client and the insurance company.
- Monitored insurance claims, and ensured deadlines were met.
- Responsible for administrative work and coordination of day-to-day operations.

Education

Montbello High School

2004 to 2005

Fred N. Thomas Career Education Center

2001 to 2004

Skills

- Siebel
- Microsoft Excel
- Kronos
- Microsoft Word
- Sage 300 Construction
- Oracle NetSuite
- Bilingual Spanish/English
- Microsoft Office
- Microsoft D365
- Office Management
- QuickBooks
- Salesforce
- Journal Entries
- Event Planning
- Microsoft Dynamics GP
- SAP
- General Ledger Accounting
- Oracle
- Kronos

- Research
- Customer service
- Construction
- Office management
- Underwriting
- Mortgage servicing
- Payroll
- Sage
- NetSuite
- GAAP
- Accounts payable
- Insurance sales
- Quality assurance
- Sales
- Account management
- ERP systems
- Pivot tables
- Bookkeeping
- Time management
- Microsoft Office
- Office experience
- Organizational skills
- Spanish
- Accounting
- Analysis skills
- Communication skills
- Account reconciliation
- Organizational skills
- Accounting software
- Microsoft Word
- Account analysis
- Corporate accounting
- Microsoft Dynamics GP