

Larissa Castellanos

Evans, CO 80620

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Organized and efficient Accounts Payable Specialist with 4 years of demonstrated experience maintaining accurate records and communicating efficiently with vendors. Known for providing best-in-class customer service and communications in a variety of business settings.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Processor Specialist

Insight Global - Broomfield, CO

February 2021 to May 2021

Process a high volume of various types of invoices including inventory 3-way match

Process multiple weekly AP payment runs

Review & disburse manual check requests for posting & payment

Retail, Accounts Payable Customer Service Rep

Nutrien Ag Solutions - Loveland, CO

June 2018 to September 2020

Prioritize, research and write responses for a high volume of AP inquiries created by suppliers and employees in supplier, as well as through the AP call center.

Research open items through TAP, PeopleSoft, SAP, & other accounting systems

Provide supporting documentation for audits, research & resolve invoice discrepancies

Documenting information into web-based ticketing system

Escalating unique issues to appropriate team members, and helping maintain the accuracy of the knowledge base information

Review past due invoice lists provided by vendors to ensure that all invoices are accounted for and to determine the reasons for nonpayment

Manually post past due invoices in TAP

Determine causes of duplicate or incorrect payments, create/enter debit to recover funds

Analyze root cause of recurring processing and payment errors and other issues preventing payment including utility disconnects

Display a strong commitment to providing excellent customer service, including resolving issues timely and influencing the resolution of issues when responsibility falls outside of Payables

Entry Level AP Clerk

JBS Corporate - Greeley, CO

January 2017 to June 2018

Review, verify, sort, code, & 3 way match high volume of 125 invoices daily

Set invoices up for payment, enter & upload invoices into SAP

Track expenses & process aging reports, monitor accounts to ensure payments are up to date

Correspond with vendors & respond about inquiries

Provide supporting documentation for audits, research & resolve invoice discrepancies

(Temp)Mailroom Clerk

JBS Corporate - Greeley, CO

September 2016 to January 2017

Respond to routine questions, provide information and direct inquiries to apt department.

Sorting and distributing mail to employee's boxes, weigh, stamp, & send out packages

Log in & inspect every employee's package

Take over at receptionist's desk during lunch and other break times

Front Desk Clerk

Greeley Weld County Airport - Greeley, CO

September 2014 to March 2015

- Answer phone, take inventory of airplanes & supplies
- Send out monthly invoices, receive packages, and help customers with fuel/hangar transactions on Av fuel
- Make vehicle and hotel reservations for customers along with occasional catering orders

Education

Associate in Arts (AA) in Psychology

Aims Community College

January 2014 to December 2015

Skills

- SAP ERP
- Microsoft Excel
- PeopleSoft
- Customer service
- SAP
- Accounting
- Front desk
- ERP systems
- Accounts payable
- Organizational skills
- Research
- Catering

Links

<https://www.linkedin.com/in/larissa-castellanos-31a0811b2>

Assessments

Customer service — Expert

July 2020

Identifying and resolving common customer issues

Full results: [Expert](#)

Customer focus & orientation — Highly Proficient

June 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Attention to detail — Proficient

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Attention to detail — Proficient

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Work style: Reliability — Completed

September 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

Scheduling — Proficient

September 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Principles of accounting — Familiar

September 2020

Preparing financial records according to federal policies

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.