

Laura Cordova Argil

Loveland, CO

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Accomplished professional with a career-long record of success driving efficiency, accuracy, profitability, and compliance across financial operations in multiple industries

A results-driven, detail-oriented professional with demonstrated expertise in accounting, auditing, reconciliation, and more. Proven talent for conducting analysis and generating insights that reduce risks and costs. Respected as an empathetic, proactive leader who utilizes exceptional written and verbal communication skills to build productive relationships with clients, colleagues, and management.

Work Experience

Account ANALYSIS

GreenEarth MW - Longmont, CO

August 2022 to Present

- Prepare bank reconciliations, month end close schedule and variance analysis reports.
- Assist external and internal auditors and implement best financial practices.
- Reconcile supplier accounts and resolve queries promptly for urgent situations.
- Reviews all invoices for appropriate documentation and approval prior to payment.
- Ready subcontractor 1099's, and any other IRS year-end requirement
- Managing Credit card expenses and reconciliation statements
- Managed payroll for 2 offices and 60+ employee and verified employees PTO requests
- Update and reconcile vendor files and statements each month, communicating with vendors any discrepancies within 24hrs
- Monitored all expenditures, including payroll, PO's, invoices and account statements, decreasing errors
- Negotiate with vendors regarding services and availability on discounts while communicating with supervisors.
- Accurately process all purchases (supplier invoices), multi-currency invoices and refunds (credit notes)
- Provide EOM reports including P&L, GPM and forecasted budgets.
- Issuing of PO's, work tickets per companies' policies and procedures.
- Ran the monthly employee engagement event and recognition programs while staying with budget.
- EOM processing of AR invoices and closing out PO's.

Account Manager

Russell Landscape - Mableton, GA

February 2022 to August 2022

- In charge of \$540K Book of Business for landscape maintenance contracts for major key accounts located in Doraville, GA
- Closed on enhancements sales for \$76K in six-month timeframe
- Enhanced Sales on existing properties by identifying property maintenance needs, improvement opportunities and maintained DTE Landscape Quality Audit process in conjunction with Production Managers.

- Initiate and conclude renewals for grounds maintenance contracts
- Review customer accounts for proper billing and invoicing
- Collaborated with Admin dept. in resolving billing issues
- Conduct ongoing customer review meetings to ensure customer satisfaction
- Promoted high standards for customer service, safety, and DTE's culture and core values in a positive team environment
- Increased client satisfaction and retention through understanding the individual needs of our customers by 25%
- Maintained Client Relationships through proactive communication in a constructive, professional manner while focusing on deliverable solutions.
- Demonstrated leadership in employee training and safety while promoting company core values.
- Worked cooperatively to find delivery solutions, for delivery issues and collaborated with organizational management leadership to ensure client needs were met.
- Identified new business opportunities from building strong, long-lasting relationships with prospective customer while growing and maintaining business relationships with existing clients.

Office Manager

Down to Earth Inc. - Jacksonville, FL
January 2021 to October 2021

- Compiling monthly reporting's out of Aspire for the Regional Branch Director (P&L, AR billing, PO's).
- Processing Weekly Payroll for the Jacksonville branch. Headcount 120, with 7 Account Managers with 3 crews each of 3-5 team members per crew with 144 customer portfolio maintaining \$3.8 million book of business annually.
- Processing Payables through Stamplicon AP system for the Jacksonville office as per approval protocols.
- Coordinating weekly AR checks deposits.
- Assisting the Corporate office's AR Billing Department through collaboration with Finance team.
- Ran Bi-Weekly Time Reports for Account Managers ensuring team members are correctly clocking into each time coding.
- Assisting 2 other branches with submitting Payroll ensuring deadlines are met.
- Training and assigning personal assistant on tasks and duties.
- Managing branch HR issues, processing and reporting.
- On-boarding new candidates collecting required documents and running MVR's for potential drivers, adhering to company insurance policies
- Maintaining employee records and files.
- Running Branches weekly Staff Meetings.
- Coordinated monthly employee engagement events while staying within budget.
- Promoted high standards for customer service, safety, and DTE's culture and core values in a positive team environment
- Maintained Client Relationships through proactive communication in a constructive, professional manner while focusing on deliverable solutions.
- Demonstrated leadership in employee training and safety while promoting company core values.
- Worked cooperatively to find delivery solutions, for delivery issues and collaborated with organizational management, leadership to ensure client needs were met.

U.S. Financial Accounts Analyst / Jr. Internal Auditor N. American Region

TELUS International Corp - Las Vegas, NV
March 2013 to January 2021

- As the North American Procurement Prime, warranted contracts adhering to TELUS Policies and Guidelines while following Company Values.
- Designed and implemented process to integrate CRM functionality with revenue forecasting.
- Assisted with the integration of the IT, Facilities, HR, Payroll, Sales, Marketing & Legal team into the Project Management Board.
- Issued company cell phones and Company credit cards for onboarding new team members.
- Processed Expenses for all USA Offices across multiple states.
- Maintained BMO Company issued credit cards expense reporting adhering to company purchase policies and guidelines.
- Assisted the IT and Facilities Dept. on Business Cases and Project Management for CAPEX.
- Provided direction for departments in the performance of project management.
- Assisted HR with Worker Comp claims from 2014-2015.
- Ran and processed Payroll Functionalities from 2013-2016 from both Accord and Workday HCM systems. Trained and transitioned department to a new Payroll Administrator once promoted to Finance.

Accounts Analyst

Colliers Int. - Las Vegas, NV
January 2008 to March 2013

- Handled full cycle accounts payable
- Processed 300+ invoices weekly
- Paid property taxes/mortgages
- Coordinated weekly A/P check runs 200+
- Maintained 1099 vendor/owner records
- Maintained out of state client relationships
- Handled portfolios with multiple entities

Education

BACHELOR OF SCIENCE

San Diego State University - San Diego, CA
January 2003 to June 2007

Skills

- Strategic Planning
- Policies & Procedures
- Customer Service
- Accounting
- Auditing
- Reconciliation
- Documentation
- Financial Analysis
- Reporting

Links

<http://www.linkedin.com/in/laura-cordova-74979075>