

# Lisa Chavez

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## SUMMARY

Highly detailed-focused Bookkeeper with track record of accurately and efficiently supporting overall accounting activities.

- Comprehensive knowledge of accounting principles, A/P, A/R, payroll, journal entries, and regulatory compliance guidelines.
- Expertise in developing and delivering monthly, quarterly and annual Profit and Loss statements and Balance Sheets for management within strict deadlines.
- Exceptional team-player who also works well independently.
- Excellent technology skills; proficient with MS office (Word, Excel, Outlook), and QuickBooks. Beginning knowledge of Sage, OpenInvoice and Excalibur.

## PROFESSIONAL EXPERIENCE

### Accounts Payable Specialist

#### [BrainWorks - Inflection](#)

May 2024 - September 2024 • Lafayette, Colorado

- Cross checked vendor invoices with purchase order information to ensure correct payment
- Researched invoicing issues between purchasing and vendors to resolve discrepancies
- Entered invoices for payment into QuickBooks Desktop
- Manage the accounts payable emails daily

### Bookkeeper

#### [Gold Star Tax and Accounting Services, LLC](#)

October 2023 to April 2024 • Arvada, Colorado

- Provided bookkeeping services clients of the organization which includes:
  - Reconciling bank and credit card statements for all accounts on a monthly basis
  - Entering payments and deposits into QuickBooks online
  - Entering payroll journal entries for each pay period
- Provided payroll services for some clients which includes:
  - Running bi-weekly payroll based on timesheets submitted by the client
  - Entering payroll journal entries for each pay period
  - Uploading all payroll reports and submit to client through Canopy software
  - Entering changes to employee deductions per request

### Accounts Payable/Payroll Specialist

#### [The Geological Society of America](#)

April 2021 to Sept 2023 • Boulder, Colorado

- Entered invoices for payment into new AP program - Bill.com; ran check and ACH payments weekly
- Entered and processed hundreds of student grants and award payments when submitted to AP
- Created vendor accounts, maintaining and updating them as needed
- Uploaded AP reports weekly and monthly into the financial program for monthly closing
- Worked with vendors and students as needed regarding various questions
- Processed and submitted 1099s annually
- Processed bi-weekly payroll for ~50 employees in various states, within our payroll program - Paycom
- Uploaded all payroll reports to the financial program bi-weekly
- Entered changes to employee deductions per request
- Reconciled payroll balance sheet accounts

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## Accounts Payable Assistant

### [Robert Half - Tap Rock Resources](#)

January 2020 – Sept 2020 • Golden, Colorado

- Received and processed 25+ invoices per day in OpenInvoice for oil & gas company
- Verified and posted transactions to appropriate accounts and cost centers
- Processed bi-weekly check runs and resolved discrepancies
- Created vendor accounts, maintaining and updating them as needed
- Addressed and responded to vendor inquiries

## Business Administrator/Bookkeeper

### [Shepherd of the Hills Presbyterian Church](#)

August 2014 – Sept 2019 • Lakewood, Colorado

- Performed general bookkeeping duties including posting accounting information into QuickBooks and regularly reconciling accounts
- Processed bi-monthly payroll, including submittal of monthly and quarterly tax returns
- Processed and deposited weekly cash/check donations; applied information to Realm account
- Assisted in Budget creation and completed budget worksheet in Excel
- Prepared financial statements for the monthly financial committee meeting
- Forged and sustained relationships with key decision makers to discuss and provide church upkeep
- Maintained spreadsheets to track costs vs. budget for construction jobs during 3-year capital campaign
- Maintained church calendar by working with staff and outside organizations to schedule activities

## Regional Financial Administrator

### [The Public Interest Network](#)

March 2006 – August 2014 • Denver, Colorado

- Performed general accounting duties for 25+ non-profit organizations across the U.S., in QuickBooks
- Processed bi-monthly payroll, including submittal of monthly tax payments as well as quarterly and annual tax returns
- Completed/submitted annual corporate and charitable filings to the Secretary of State
- Ran weekly financial reports to provide to directors
- Reconciled and managed bank accounts
- Processed and deposited weekly donations via cash and checks

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## EDUCATION

### [Metropolitan State College Of Denver](#)

Bachelor's Degree 1998 - 2001

Bachelor of Science in Biology, Minor in Chemistry

### [Red Rocks Community College](#)

Associate Degree 1992 – 1998

Associate degree in Biology

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## VOLUNTEER

### Kennel Guide/Dog Enrichment/Cat Socialization

#### [Foothills Animal Shelter](#)

April 2014 - August 2018

#### [Table Mountain Animal Center](#)

March 2004 – January 2007