

Shannon Bonilla

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To establish a full-time position in Accounts Payable and Receivable. With an orange established company where I can utilize my skills as well as enhance my knowledge.

Work Experience

Accounts Payable Specialist

Ramos Law Firm - Northglenn, CO

April 2023 to November 2023

- Invoiced 50 to 100 invoices per day.
- Created & processed invoices.
- Stuffed envelopes with disbursements.
- Quick Books & Neos.
- Routine entry on all deposits for the trust account and cost as well as legal fees.
- Processed checks with invoice backs up.
- Class coding accordingly.
- Recorded all scanned checks prior to distribution.
- Endorsed all checks upon arrival.
- Filed all remittances, numerically and alphabetically.

Accounts Payable Specialist

Professional Restoration (Contract) - Denver, CO

June 2021 to April 2022

- Processed credit memos.
- Processed payables for Sub-Contractors and Vendor's
- Payroll - Temporary agencies.
- Kept track on cell phone & iPads
- Kept track of gas cards & Amex cc assigned to employees.
- Completed aging reports.
- Checks on the fly
- Complete weekly check runs.
- Phones/ customer service.

Accounts Receivable Specialist

Futurum Communications Incorporated - Denver, CO

February 2018 to May 2021

- Credit card processing & Billing. ACH - Checking
- Monthly Aging reports
- Daily web communications to customers by email correspondence/ Web communications. Daily deposits to bank with company scanner.
- Receivable's - entered incoming checks from mail to service accounts.

Residential & Commercial.

Accounting Assistant

Weather Sure Systems Inc.-Roofing & Waterproofing
May 2015 to December 2017

- Input billings into Sage and excel spread sheet.
- Entered Job-projects.
- Entered closed jobs-completed projects.
- Prepared client invoices-progress billings.
- Mailed out and emailed clients their billings.
- Prepared new hire folders.
- Looked up new hire criminal backgrounds checks.
- Entered the cost of material & labor per project.
- Correspondence with clients through email daily.
- Responsible for Collections.
- Assisted staff Accountant & payroll.
- Accounts receivable & payable.

Legal Assistant

Luke Hart and Associates - Law, TN
August 2011 to September 2013

- Managed my own accounts upon first contact.
- Educated debtors prior to litigation process.
- Assessed debtors with settlement offers or payment arrangements.
- Pursued outgoing and incoming calls daily.
- Skipped tracing debtors by utilizing Accurint.
- Utilized the White Pages & Face book to reverse phone numbers and addresses.
- Effective calendaring regarding follow-up to constituents to ensure commitments are met and/or exceeded.
- Support and assure one call resolution through assumption and ownership of issue/question.
- Escalate issues that cannot be adequately handled to the immediate supervisor.
- Work with supervisor to determine alternative solutions / resources that could help meet requirements and expectations.
- Increased profits by \$18,000.00 a month for the company.

Education

Associate degree in Business Administration

Community College of Denver - Denver, CO
2009 to 2012

Skills

- Spanish (10+ years)
- Bilingual (10+ years)
- Accounts payable (5 years)

- Microsoft Dynamics GP (5 years)
- ERP systems (7 years)
- Sage (3 years)
- ACH
- QuickBooks (3 years)
- General Ledger Reconciliation
- Accounts Receivable (10+ years)
- Accounting
- Account Reconciliation
- Office Management