

Sharon Gallegos

Accounts Payable Specialist – RK Mechanical

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Seeking full-time, permanent general accounting position after 20+ years of clerical, banking, accounting, and customer service experience to expand and build upon opportunities

WORK EXPERIENCE

Accounts Payable Specialist

RK Mechanical – August 2017 to Present

- *Process high volume of accounts payable invoices, 75-250 invoices dependent upon program of use, for average of 40 clients daily
- *Answer and direct incoming phone calls to appropriate departments
- *Manage approval and unapproval of daily transactions and invoices for department review
- *Beginning processing of state and local taxes to apply to invoices
- *Collaborate between multiple company departments daily

Escrow Accountant

Community Reach Center – May 1, 2017 to August 2017

- *Monitor and maintain personal budgets for caseload of 70 clients
- *Process cash dispersals per client requests
- *Review and approve cash and gift card requests based on client budgets
- *Build and maintain relationships between case managers, clients, and finance department
- *Promote positive and efficient money management skills based on individual budgets

Accounts Payable and Payroll Clerk

Ennis of Colorado – October 2014 to April 30, 2017

- *Track and log work hours and vacation time for 30+ employees to submit to corporate for payroll
- *Create, track, and maintain work logs and reports for individual employees
- *Process and distribute average of 50 accounts receivable invoices daily
- *Process and distribute average of 30 accounts payable invoices daily
- *Approve and input payable invoices into corporate database log
- *Contact partner companies to collect payment for unpaid orders

Temporary Banking Teller

UMB Bank – February 2014 to October 2014

- *Perform 50-150 general banking transactions daily including withdrawals, deposits, money orders, account transfers
- *Balance cash drawer in excess of \$10,000 daily
- *Perform clerical duties including typing, 10-key, data entry, scanning, and banking transactions

Branch Supervisor

Liberty Savings Bank – August 2012 to February 2014

- *Create and distribute bi-weekly employee work schedules
- *Generate monthly audit, variance, and employee goal reports
- *Support and assist employees in determining and meeting personal and professional goals
- *Conduct quarterly employee reviews to determine if goals are appropriate
- *Manage interviews and conduct hiring process for new employees
- *Audit and balance four cash drawers, ATM machine, branch vault, cashiers checks, and other sums of money in excess of \$75,000 daily
- *Perform 50-90 general banking transactions daily including withdrawals, deposits, Certificates of Deposit, IRAs, account transfers, wire transfers, foreign currency exchange, and other general banking needs
- *Open 1-3 new accounts weekly
- *Assume and maintain responsibility for overall effectiveness of 2-3 employees daily at 1-2 branches weekly
- *Open and close branches effectively and efficiently daily
- *Balance and submit daily work data to branch management company

Evictions Specialist

RPHoldings – June 2012 to August 2012

- *Prepare and file 15-30 eviction notices daily for homeowners across the state of Colorado
- *Learn and use Microsoft Excel, Microsoft Word, and other computer processing software to prepare and process evictions files

Temporary Banking Teller

BankTemps -March 2011 to June 2012

- *Perform 50-150 general banking transactions daily including withdrawals, deposits, money orders, account transfers
- *Balance cash drawer in excess of \$10,000 daily
- *Perform clerical duties including typing, 10-key, data entry, scanning, and banking transactions

Office Manager

Russ T. Diamonds -December 2010 to March 2011

- *Prepare and process 15-20 accounts receivable invoices weekly
- *Prepare and process 25-30 accounts payable invoices weekly
- *Prepare and deliver weekly bank deposits in excess of \$20,000-\$30,000 weekly
- *Learn and use QuickBooks computer software for invoice preparation

General Banking Teller

Guaranty Bank and Trust -March 2009 to December 2010

- *Perform 30-50 general banking transactions daily including withdrawals, deposits, money orders, account transfers
- *Balance cash drawer in excess of \$10,000 daily
- *Perform clerical duties including typing, 10-key, data entry, scanning, and banking transactions

Data Entry Specialist

Colorado Virtual Academy -March 2008 to October 2008

- *Sort information from 8-10 school entrance forms for 3000+ Kindergarten-12th grade Colorado Virtual Academy online school students
- *Enter data from entrance forms into program database and spreadsheets quickly and efficiently

*Perform general clerical office work tasks including scanning, filing, database maintenance, and document organization

Senior Teller

Colorado State Employees Credit Union -September 1998 to November 2007

*Maintain responsibility for and balance 6-8 cash drawers, ATM machine, branch vault, cashiers checks, and other sums of money in excess of \$75,000 daily

*Perform 250-400 general banking transactions daily including withdrawals, deposits, account transfers, money orders, cashiers checks, and other general banking needs

*Close 1-3 accounts weekly and assure member satisfaction with services

*Assume and maintain responsibility for overall effectiveness of 6-8 employees daily

*Open and close branch effectively and efficiently daily

*Balance and submit daily work data to branch management company

EDUCATION

High School Diploma in General business

Ranum High School – August 1979 to May 1982

ADDITIONAL INFORMATION

Skills

10-key data entry: 9,000 keystrokes. Typing: 45wpm. Multi-line phone operation proficiency. Supervisory responsibilities. Clerical duties: scanning, copying, phone transfers, filing, general office organization. Cash handling: maintain balance in excess of \$10,000 daily. Customer service: provide and assure customer satisfaction with services, environment presentation, and interpersonal interactions. Training: responsibility for new employee understanding of company rules and procedures. Microsoft Office 365 (Office/Word/Excel/Outlook) intermediate proficiency. Ability and passion to learn new programs necessary to complete essential daily tasks. Great Plains, Vista, and SmartClient intermediate proficiency.