

SHERRY PACHECO

ACCOUNTS PAYABLE / RECEIVABLE
SPECIALIST

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RELEVANT SKILLS

Account Reconciliation

Accounts Payable

Accounts Receivable

Payroll

Account Reconciliation

Bookkeeping

Microsoft Office

Quickbooks

Sage

Certified Payroll

Reconciliation

Time Management

Interpersonal Skills

EDUCATION

May 2017
BYU-Idaho
Accounting Certificate

August 2020
Accounting Coach
Payroll Accounting Certificate
Debits and Credits Certificate

OSHA Certification – 10 hours

CAREER OBJECTIVE

Accounts Payable/Receivable Specialist with 5 + years of experience is seeking to obtain a position with an organization looking for a reliable, trustworthy candidate who has knowledge of office management, QuickBooks, Sage, and MS Office; works well independently and with others; and manages time effectively.

PROFESSIONAL EXPERIENCE

March 2021–Present

Accounts Payable/Receivable Specialist

Interface Communications, Niwot, CO

- Manage and process over 100 invoices weekly, coding, ensuring accuracy, proper authorization, and timely payments via check, ACH or credit card
- Process and apply incoming checks, ACH and credit card payments in an efficient and timely manner
- Reconcile and resolve account discrepancies
- Work with both vendors and customers to ensure COIs are current and lien waivers are processed
- Reconcile company and employee credit card statements
- Complete month-end close for purchase orders, accounts payable and receivables
- Verify and enter certified payroll
- Match purchase orders to invoices, resolving discrepancies

August 2020–March 2021

Payroll Clerk/AP Clerk

Town of Lyons, Lyons, CO

- Completed biweekly payroll utilizing Caselle software
- Prepared year-end and quarterly taxes, W2s and 1099s
- Processed vendor invoices and employee expense reports, ensuring proper coding and authorization for weekly check runs
- Reconciled account discrepancies
- Reconciled vendor accounts

August 2019–March 2020

Office Manager

Drive-n-Motion

- Entered and reconciled accounts payable and accounts receivable utilizing Quickbooks
- Managed, tracked and resolved overdue account balances
- Bi-weekly preparation and mailing of vendor statements
- Prepared weekly cash requirements reports for approval
- Processed weekly payroll and accounts payable check runs
- Issued financial statements and operating reports
- Hired and trained new employees
- Assisted with title work as needed
- Updated and maintained employee files

Key Achievements

Streamlined processes within various departments to reduce costs and recognize a 10% profit.

Ability to efficiently prioritize tasks while managing various roles and responsibilities as needed to maintain and efficiently run a business and employees to meet weekly and monthly deadlines.

PASSIONS

Working with youth groups ages 7-16 within the LDS church. I enjoy working with the 7-12 year old young women facilitating team building activities to ensure personal goals are met. Leading and assisting young women ages 14 – 16 in planning and implement their bi-weekly activities to meet personal and social goals.

FAVORITE QUOTE

The Simpler you say it, the more eloquent it is.
August Wilson

January 2014–November 2018

Office Manager

Thrifty Nickel, Colorado Springs, CO

- Processed biweekly payroll utilizing Quickbooks Pro
- Prepared financial statements and operating reports, working closely with outside accountant to close year-end, prepare quarterly and year-end tax documents, W2s, and 1099s
- Entered and reconciled accounts payable and accounts receivable
- Bi-weekly preparation and mailing of vendor statements
- Hired and trained new employees
- Managed and assisted in all tasks to ensure day-to-day operations were run efficiently.

August 2000–December 2014

Graphic Design Artist / Assistant Manager

Thrifty Nickel, Colorado Springs, CO

- Designed print and website ads utilizing Photoshop and InDesign
- Assisted manager with day-to-day small office duties
- Managed employee disputes
- Greeted customers while handling cash drawer
- Maintained company website
- Managed accounts payable and accounts receivable
- Answered multi-line phone system and greeted incoming customers