

Yolanda Castorena

Commerce City, CO 80022

yolandacastorena5_qoa@indeedemail.com

+1 720 998 8967

Professional Summary

Bilingual English/Spanish professional with strong knowledge in accounts payable and analytical strengths including problem solving and troubleshooting difficult tasks.

- Experience with Oracle People Soft/Net Suite/Great Plains, Sage 100/Tririga and Deltek Ajera
- Proficiency in Microsoft Office Word, Excel, PowerPoint, Nitro Pro, Adobe, Ten Key; Outlook email.
- Expertise in all standard office equipment; excellent ability to assess and trouble shoot technical issues.
- Great Attitude and professional appearance.

Work Experience

Accounts Payable Specialist

ERO Resources Corporation-Denver, CO

February 2019 to Present

- Full cycle accounts payable
- Vendor set up and maintenance; Process 1099
- Prepare and process weekly vendor check run
- Assist A/R- apply client receipts
- Review/Process employee expense reports
- Reconcile assigned GL Accounts
- Use Tax preparation
- Assist HR in onboarding new hires
- Review employees timesheet for proper coding.
- Process payroll

Lease Administrator

Chipotle Mexican Grill-Denver, CO

March 2018 to January 2019

- Review and process year end common area reconciliations per lease language
- Efficiently process utility and maintenance repair invoices
- Review vendor statements
- Process percentage rent payments

Accounts Payable Specialist

Grease Monkey Intl-Denver, CO

August 2017 to December 2017

- Efficiently process 800+ weekly invoices for 27 stores

- Process utility bills
- Process customer refund checks

Accounts Payable Specialist

Summit Restaurant Holding-Boulder, CO
September 2015 to May 2017

- Efficiently process 600+ weekly invoices for 55 restaurants
- Ensure proper approval is received for invoices over \$1,000
- Set up new vendor accounts with proper W-9 verification
- Prepare weekly check run
- Reconcile vendor statements
- Process weekly royalty payment
- Audit Paid In/Paid Outs
- Process expense reports

Education

Associate of Accounting in Business

CollegeAmerica - Denver, CO
January 2010 to August 2012

Skills

- Experience with Oracle People Soft/Net Suite/Great Plains, Sage 100/Tririga and Deltek Ajera
- Expertise in all standard office equipment; excellent ability to assess and trouble shoot technical issues.
- Great Attitude and professional appearance.
- Proficiency in Microsoft Office Word
- Excel
- PowerPoint
- Nitro Pro
- Adobe
- Ten Key; Outlook email.
- Accounts Payable
- Account Reconciliation
- Bank Reconciliation