Teleia Pastore, MBA

Contract Bookkeeper | AP, AR & Reporting

A Matter of Accounts Bookkeeping & Accounting
Eden, VT | (802) 696-9417 | teleia@amatterofaccounts.com
Experienced accountant with extensive budgeting experience, offering hands-on subcontract support for small businesses, nonprofits, and healthcare organizations. Available 10–15 hours per week.
Service focus: AP • AR • Routine financial reports • Sales and use tax support

Relevant experience

Staff Accountant II 2024–2026
North Country Hospital
Prepared financial and operational reports; reconciled bank, balance sheet, and revenue accounts.

Director of Finance & Administration 2022–2023
Humane Society of Chittenden County
Managed AP, journal entries, reconciliations, and grant accounting; prepared monthly financial statements. Developed and managed the annual operating budget from planning through approval.

Staff Accountant 2021–2022
Himalayan Cataract Project
Processed domestic and international payments; reconciled donor and company credit card activity.

Senior Accountant / Finance & Administration Manager 2018–2021
Persivia, Inc.
Managed accounts payable and receivable, cash, and month-end close. Improved invoicing and collections, reducing receivables aging by approximately 30 days; cleared a 10-month reconciliation backlog.

Finance Manager 2016–2018
Housing Families, Inc.
Oversaw AP, AR, and cash management for a nonprofit. Managed monthly close, reconciliations, and financial reporting; supported budgeting and audit preparation.

Accounting Manager 2013–2016
Gould Farm
Managed day-to-day accounting for a nonprofit organization, supporting accurate financial records and routine financial reporting.

Staff Accountant 2009–2012
Schepens Eye Research Institute
Supported accounting and financial reporting for a nonprofit research organization, including tracking grant funding and maintaining compliance with grant requirements.

Certifications and systems

Certifications: QuickBooks Online ProAdvisor Level 1 • Gusto Payroll Certified
Systems: QuickBooks Online (QBO) & Desktop • Bill.com • Advanced Excel • Sage Intacct • MIP/Abila

Education

MBA, Accounting Specialization
Capella University

BA, Psychology & Spanish
St. Norbert College