

OBJECTIVE:

A position in the Accounting/Bookkeeping field, with the ability to work and perform independently and in a team dynamic professional environment effort that will utilize my proven abilities, attention to performance in time sensitive workloads; with versatility, solutions driven, full commitment, highly methodical and self-motivated.

QUALIFICATIONS:

Offering 18+ years of Administrative, Full-Charge Bookkeeping/Financials, A/R|A/P. Proficient in Windows OS, MS Office Suite, Cloud based Apps. Intuit QuickBooks Enterprise Desktop all versions & Online and Payroll program highly proficient, ProAdvisor level. Extended knowledge of MS Dynamics GP/NAV SQL database, RetailPro v9+ POS, AIMS360 Purchasing/Inventory Management ERP, FunctionFox Cloud Project Management, OpenOffice Writer, WebLink Apps, Google Apps Sheets/Docs/Metrics; skills set with high KSA, and ready to expand skills learning.

EXPERIENCE:

IC | Self-Employed-Bookkeeper|Accounting All Phases & Scopes | 11/2017 to Present

Davidovich and Associates – Sherman Oaks, CA - 11/2017 to Present

- Providing professional hands-on Accounting Services for Small/Medium Business to follow GAAP / SOPs handling to correct and implement better tools and accounts management to standards procedures.
- Invoicing, statements and follow-up, posting payments, collections A/R reporting, Banking reconciliations, CPA reporting.
- Preparing Daily Financial/Cash flow reports for day-to-day improving accounting efficiency, critical analysis, findings for financial discipline, methodology, and practical long-term successful goals.

Accounts Associate | A/P & A/R | Payroll Processing | 12/2005 to 03/2017

Rob, Inc. - Los Angeles / Bell Gardens, CA

- Full-time hands-on day-to-day accounting A/P|A/R processing since business ground-up start
- Applying standard SOP requirements, outlined by company's CPA, and management reviews approval
- Implemented Internal Controls established for financial success, and initial EBITDA financial margins
- Applying 3-Way matching process for proper Quote/PO/Ack/Invoice review & adjustments before payments input, and aged balancing, trial balance & reporting and analytics
- Bills/Invoices review and entering, scheduled payments, produced check payments, writing/printing/timely mailing/pay terms applied of any 2/XX-net discounts 30/60/90 aging. Factoring credit liaison for Wholesale customers processing approval
- Processing ACH/EFT & wired funds, domestic & international transactions
- Reconciling bank checking registers and credit cards accounts, expense reports, accounts monitoring, proper T-G/L coding, expenses disbursements reporting & payments, cost control
- Managed Corporate Credit cards, statements reconciliation, disbursements, adjusting & reporting & payments, and new staff card applications processing and management
- Processed HR applications for new hires, W-4 and I-9 verify, 90-days trial period, advising managers for compliance rules, compiled all Payroll data for management review
- Run Payroll in QuickBooks Enterprise, cut/print checks/direct deposit, oversee all Payroll activities to comply with IRS protocol, handle electronic file archiving annually, CA-EDD regulations, created W-2 and 1099 forms
- Audit trail adjustments and compliance for annual reporting with CPA review and certification
- Prepared vendors licensing, W-9 form, insurance requirement, produced annual 1099s Sub-contractors/ICs tax forms, reviewing IRB for IRS regulatory compliance avoiding IRS Audits in a consistent manner for compliance
- Prepared Balance Sheet, P&L/Income Statement, Cash Flow Statement, reviews and make T-accounts adjustments from CPA reports review for end of Month/Year periods closing/end of year & Income Taxes reports preparation and Sales Tax quarterly general filing, compliance verify, monitor liabilities.

Self-Employed | Professional IT Computer Technician | 02/2001 to 11/2005

- Implemented Accounting system for Small Businesses & Start-ups, utilizing Intuit QuickBooks (Preferred App) all current/old versions as a solution to a nonexistent prior paper system to computer-based Apps. Installed PC new network systems, bringing the offices into a new standing applications technology, improving quality and performance expedition with 99.999% accuracy.

EDUCATION:

- L.A.C.C. - Accounting Primer-Intermediate Course, US-GAAP Introduction & Review for Foreigners & Integrated Accounting,

Certified 4.7/5.0 - 1995

- CompTIA A+ Certification (Professional Computer Technician- Software Implementer) - Certified 2001

- Intuit QuickBooks Online version Certified April/2017 - Rated 98/100

- American Institute of Professional Bookkeepers (AIPB) Member# 002700035-2007 - v.9