

ISABEL GUTIERREZ

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Professional Summary

Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts.

Skills

- Customer service
- Excel
- Word
- QuickBooks
- Financial Statement Review
- Bank Reconciliation
- Accounting
- Invoicing
- Financial Reporting
- Bilingual

Work History

Senior Accountant, 05/2018 to Current

SOUTHWEST REGIONAL COUNCIL OF CARPENTERS – Los Angeles, CA

- Reconciled accounts and created documents for monthly closure procedures.
- Tracked and documented all expenses.
- Reviewed documents and accounts for discrepancies and resolved variances.
- Completed year-end closing processes with controller.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Updated general ledger with latest entries.
- Supported monthly general ledger closing activities, including preparing reconciliations.

Bookkeeper/Office Manager, 12/2012 to 04/2018

Carpenters Local Union 409 – Los Angeles, CA

- Optimized payment collections, AP/AR, deposits and recordkeeping.
- Provided complete meeting support, including materials preparation and financial statements.
- Oversaw office inventory activities, including ordering, stocking and shipment receiving.
- Compared vendor prices and negotiated for optimal savings.
- Administered yearly budget of \$200,000 to manage office requirements such as service contracts, postage costs and supply replenishment.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Completed weekly payroll for 25 employees.
- Managed three-employee union office, supervising workers and enhancing productivity and efficiency.

- Received, screened and routed incoming calls.

Bookkeeper, 07/2004 to 12/2014

Carpenters Local Union 803 – Orange, CA

- Process payments and handle petty cash Generate reports for senior management.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
- Accurately calculated deductions and processed payroll for thirteen employees.
- Managed and updated financial accounts and permanent records.
- Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, balance records, vendor payments and profit and loss statements.
- Reviewed and filed financial documents, coded accounting entries for data processing and posted daily receipts and payments in accordance with all protocols.
- Organized and carried out efficient month-end, quarterly and year-end processes.
- Supported operations by communicating with customers, filing documents and managing data.
- Reported financial data and updated financial records in ledgers and journals.
- Used Quickbooks to complete payroll for ten employees.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Established QuickBooks accounting system to reflect accurate financial records.
- Entered financial information and payments to guarantee accurate and on-time payments for employees and vendors.
- Diminished financial discrepancies and managed monetary transactions, including deposits and credit card transactions.
- Tracked expenses and income while organizing and maintaining bank statements.

Tax Preparer, 01/2004 to 04/2006

Prepare Individual Tax Returns – Monterey Park, CA

- Interviewed clients to collect information and gather necessary paperwork prior to preparing tax returns.
- Reviewed clients tax filing papers thoroughly to determine eligibility for additional tax credits or deductions.
- Offered clients recommendations to reduce tax liabilities.
- Reviewed available data and compared against tax code to determine exemptions, deductions, and potential liabilities.

Bookkeeper, 12/2000 to 01/2004

Haro Engineering & Construction, Inc – Glendora, CA

- Performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, and profit and loss statements for thirteen clients.
- Reviewed and filed financial documents, coded accounting entries for data processing and

posted daily receipts and payments in accordance with all corporate protocols.

- Supported operations by communicating with customers, filing documents and managing data.
- Reported financial data and updated financial records in ledgers and journals.

Cashier/Customer Service, 11/1997 to 12/2000

New Century Ford – San Gabriel, CA

- Counted money in drawers at beginning and end of each shift.
- Handled daily credit and cash transactions for customers with accuracy and speed.
- Greeted customers when entering and leaving establishment.
- Resolved customer complaints and maintained clean and tidy checkout area.
- Processed POS transactions, including checks, cash and credit purchases.
- Served needs of customers in busy a environment.

Education

Associate of Arts: Liberal Arts, 06/1998

East Los Angeles College - Monterey Park, CA

No Degree: Business Administration

California State University - Long Beach - Long Beach, CA

Accounting

National University - La Jolla, CA

- Graduating with 2.1 GPA