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**Objective**

Obtain an opportunity to utilize my skills and learn from others to accomplish the completion of assigned projects and provide effective results.

**Experience**

**Vericast** – Contract

Treasury Management Specialist - 3/2023 – 7/2023

Responsibilities as follows:

* Provided technical assistance to clients with payment files interphase to import for ACH, Wire and Positive Pay in various formats.
* Organized and conducted training sessions for companies.
* Managed high profile clientele online banking data.
* Built and managed client information portfolios.

**Ontellus** – Contract

Accounts Receivable Specialist - 02/2022 – 07/2022

Responsibilities as follows:

* Processing, verifying, and posting receipts for services rendered.
* Researching and resolving account discrepancies.
* Processing and recording transactions.
* Maintaining records regarding payments and account statuses.
* Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.
* Working with the collections department to review accounts, client payments.

**Schlumberger Corporation**

Treasury Accountant - 5/2012 - 09/2020

Responsibilities as follows:

* Work with banks and financial institutions to process and release local and international daily disbursements by reviewing wire requests to ensure accuracy, leading disbursement related research, and responding to accounting or other departments.
* After completely reviewing the disbursement request for compliance.
* Sending payments to third party, intercompany, as well as Government Tax Entities, via ACH and wire transfer.
* Assisted with locating positive pay and rejected items from bank reports and submitting accurate findings to accounts payable group.
* Assisted with month end process of bank accounts reconciliation, general ledger postings. Analyzing and identifying improvement opportunities to complete the processes efficiently.
* Worked in ERP system to apply customer payments via Oracle and SAP lockbox postings and process. On an ongoing daily basis and in a timely manner, accurately applied cash collections to the customer’s account.
* Post ACH, wire transfer and Lockbox checks deposits to appropriate GL cash accounts. Daily performed in a timely and accurate application of daily receipts and reconcile cash balance to general ledger account.
* Collaborate with General Ledger posting.
* Assisted in reconciling account balances and bank statements, maintaining a general ledger, and assisting in preparing month-end closing processes. Responsibilities to verify, allocate, post, and reconcile accounts payable and receivable.

**Boomerang Tube LLC**

Inventory Accountant Assistant - 5/2010 - 09/2012

Responsibilities as follows:

* Assisted in overseeing all aspects of inventory accounting, including standard costing, valuations, transfers, reserves, and physical counts.
* Implement and maintain effective internal controls for inventory management.
* Collaborate with operations and purchasing teams to ensure accurate inventory data and cost allocation.
* Develop and maintain job costing systems, including cost allocation, variance analysis, and reporting.
* Analyze variances between actual and budgeted costs and prepare reports for management review.
* Identify and implement process improvements to enhance efficiency and accuracy in inventory and job costing activities.

**Inland Pipe Rehabilitation** – Accountemps – Temporary assignment

Accountant – 02/2011 – 05/2011

Responsibilities as follows:

* Full responsibility of General Ledger, including preparing daily and month-end closing journal entries.
* Reconciled and maintained fixed asset system, including processing new additions, depreciation, disposals, transfers, and provide fixed asset audit support when needed.
* Reconciliation and account analysis of General Ledger accounts.
* Reconcile bank statements.
* Responsible for Quarterly Federal and State Filings, including monthly and quarterly City and State Sales Tax reporting.
* Prepare all benefit, labor, and material allocations monthly.
* Calculation of all material pricing for inventory allocation.
* Preparation, reconciliation, coding, and verification of all internal and external invoices.

**Fast Fabrication, Inc.** - Structural Steel Manufacturer/**Colton Construction, Inc.**

Accountant – 07/2007 – 12/2010

Responsibilities as follows:

* Managed general ledger activities, such as job cost analysis and reporting, accounts reconciliation such as bank accounts, credit cards, and lines of credit, journal entry preparation, and month end closing.
* Maintained accountability for accounts receivable, accounts payable, and payroll functions.
* Assisted in improving the accounting software to help our accounting staff members produce timely, and effective financial statements.
* Prepared and filed Federal, Local, and State tax reports.
* Created depreciation schedules for assets including machinery, office furniture, and equipment.
* Completed and filed Harris County Appraisal District annual asset rendition reports.
* Process and maintained employee records, benefits, and scheduled time off such as vacation, leave of absence, and personal and sick leave.

**Greymark Construction Company, Inc**. - Home Remodeling

Accountant – 06/2006 – 06/2007

Responsibilities as follows:

* Prepared weekly in-house payroll, and independent contractor compensation.
* Executed all aspects of general ledger activity, accounts payable, accounts receivable, and financial reporting.
* Prepared job cost analysis reports and evaluated financial data.
* Reconciled the general ledger, credit cards, and bank accounts monthly.
* Completed weekly financial reports, Federal, Local, and State tax reporting.
* Coordinated construction inspections performed by city government officials and project managers.
* Tracked purchase orders and vendor invoices for accurate billing.
* Managed project budgets in coordination with purchase orders, which encompassed data entry in the accounting system.
* Provided support to company’s CPA with year-end closing.
* Process and maintained employee records.

**San Jacinto College District Office** - Meador Staffing

Assistant Controller - 03/2003 – 05/2006

Responsibilities as follows:

* Provided financial and general accounting assignments to San Jacinto College in the District Business Office through Meador Staffing Services
* Assisted other San Jacinto College campuses with clerical support during student registration seasons.
* Assisted in reconciling student accounts, general ledger, as well as bank, and credit card accounts.
* Formulated and reviewed collections reports that detailed past due accounts.

**JC Fabrication, Inc.** - Structural Steel Manufacturing Company

Accounting and Office Manager – 03/1992 – 02/2003

Responsibilities as follows:

* Managed general ledger activities, such as job cost analysis and reporting, accounts reconciliation such as bank accounts, credit cards, and lines of credit, journal entry preparation, and month end closing.
* Maintained accountability for accounts receivable, accounts payable, and payroll functions.
* Assisted in improving the accounting software to help our accounting staff members produce timely, and effective financial statements.
* Prepared and filed Federal, Local, and State tax reports.
* Created depreciation schedules for assets including machinery, office furniture, and equipment.
* Completed and filed Harris County Appraisal District annual asset rendition reports.
* Process and maintained employee records, benefits, and scheduled time off such as vacation, leave of absence, and personal and sick leave.

**Education**

University of Phoenix – Houston, TX

Bachelor of Science – Business Management

National Education Center – Houston, TX

Associate of Science – Business Accounting

**Skills**

* Communication, research, problem-solving, and time management skills.
* Diligence for accuracy, efficiency, and accountability.
* General Ledger postings.
* Month end preparations, such as account reconciliations,
* Job cost analysis and reports.
* Software knowledge, SAP, Oracle NetSuite, Excel, Word, QuickBooks, and PowerPoint.
* Spanish proficiency.