

Objective: An accounting experienced individual. Flexible, dependable, and attentive with 3 years experience assisting clients and organization in different environments. Varied skills include accounting, human resources, administrative support, and data entry. Have been recognized by previous employers as detailed-oriented. Multitasker and capable of adapting to any last-minute changes within the company.

Professional Experience:

Program Coordinator (Temporary Assignment)

10/2021-4/08/2022

Aya Healthcare/HC Select

Job Duties:

- Provide administrative support to the Program Manager and support for both client and suppliers. Assist with the review of candidate profiles, ensuring completeness, accuracy, and adherence to submission processes.

Accounting Assistant

11/2019-02/2020

The Flower Parrot

Job Duties:

- Post approved bills, verify and resolve bill discrepancies, process vendor payments, reconcile vendor statements
- Assist Human Resources: review I-9s and W-4s, create new employee profiles
- Process Accounts Receivable payments and piece-rate payroll for 70 employees

Accounts Receivable Specialist (Temporary Assignment)

6/2019 – 9/2019

Kellermeyer Bergensons Services LLC

Job Duties:

- Evaluate, process, and review billers for services
- Responsible for issuing credit memos, structuring new acquired company, submit clients account statements, investigate invoicing discrepancies, submit invoices into different portals (Service Channel, FM Pilot, FBG, and Verisae), mail invoices, request sales tax certificate for tax-exempt customers, assist in training new employees

Accounting Assistant

8/2017-2/2018

Totally Bamboo

Job Duties: A/R

Sofia Ortiz
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- Responsible for reconciling outstanding balances, resolve discrepancies, bank deposits, aging report, email/mail invoices, issue credit memos, post payments (credit card, wires, ACH, check) and assisting Accounts Payable department

Accounts Receivable Specialist

3/2015- 2/2017

Plant Source Inc.

Job Duties:

- Responsible for billing, enter new customers, dispute charge backs and file freight claims, post check/wire/credit card/ACH payments, bank deposits, issue debit/credit memos
- Review aging report, reconcile outstanding accounts, resolved discrepancies and process refunds
- Assist Accounts Payable: Post approved vendor invoices, reconcile statements, assist with month end

Corporate Administrative Assistant

7/2014- 3/2015

Heaviland Landscape Management

Job Duties:

- Assist in processing payroll for 200 employees
- Enter and maintain employee work status: employee address, W-4 corrections, track absences, file, and verify I-9's.
- Assist Human Resources with new hire packages, orientation, holiday parties
- Generate and email payroll report to supervisors to verify and approve

Skills and Professional Development:

- Intermediate knowledge Microsoft Office, Word, Excel
- Bilingual: English and Spanish, Strong Organization Skills, Detailed Oriented
- QuickBooks, NetSuite, EDI

Education:

Mira Costa College
Oceanside, CA

A.A. in Accounting

Professional Certificates:

American Institute of Professional Bookkeepers (AIPB)

Certified Bookkeeper

References Available Upon Request