

Senior Accounting Clerk

CAREER HIGHLIGHT

- Has held various accounting positions including general accounting, AP/AR, payroll, audit, tax accounting, budget and financial analyst.
- Experienced in performing various accounting functions including account setup, invoice processing, month end close, reconciliation, researching and resolving customer account issues, preparing management reports.
- Experienced in organizational management theory and application, introducing policies and procedures, and training staff in new processes.
- Able to communicate effectively with managers, peers and external stakeholders.
- Persistent in managing projects through to the end and bringing about a successful outcome even in stressful situations.
- Skilled at leveraging computer systems to manage projects, and optimize financial processes.
- Strong analytical and quantitative skills with ability to comprehend analyze and interpret complex data to create useful management information.

PROFESSIONAL EXPERIENCE

PARADISE VALLEY COMMUNITY COLLEGE

2011

Project Auditor

- Audited Ayuda Project at PVCC funded via Americorp Grant Fund 2005-2010.
- Completed the MCCCDC Employee FERPA Compliance course in order to gain access to Student Information System (SIS) and Human Resource Management System (HRMS)
- Verified that project participants' records are in conformance with Project Ayuda and Recovery Act (RAPA) 2009 requirements.
- Completed sampling of participants files to ensure that documentation is complete
- Conducted background checks of participants using nsopw.gov to search for sex offenders. Created the reports for 10 Community Colleges using Ayuda.oncorpsreports.com and Microsoft Excel
- Compiled audit documentation including Policy Manual, Staff paid by Ayuda Grant, Ayuda site visits and sent them to Funding source.

AMERICAN EXPRESS (CBRE/AMEX)

2005 to 2010

Accounting Coordinator

- Brought order to a backlog situation at Amex (facilities management division).
- Slashed costs at AMEX by scrutinizing and challenging all vendor invoices.
- Received letter of recommendation from Kelly's Services for contract work performed at Amex.
- Strong analytical and quantitative skills with ability to comprehend analyze and interpret complex data to create useful management information.

- Developed and implemented accounting policies and procedures for this division of AMEX which was responsible for global facilities management. Performed all accounting functions for FFM for the AMEX account including setting up new vendor accounts, process invoices in conformance with American Express policies to ensure that vendors receive payment on time, and that service turn off, late charges and pre-paid deposits are avoided; keying costs associated with work order repair and maintenance into CMMS platform; reconciling PO's that are issued each month with the actual invoice tally; code and key refund checks to AMEX real estate AP; work closely with the American Express Real Estate Finance Department to resolve FFM general accounting issues.
- Provided customer service and resolved customer inquiries as they arose including unauthorized charges, charge dispute, and late payment issues. Analysed AP/AR processes, recommend improvements, and implemented a more efficient process reducing overall costs by 10%, while ensuring that late fees and vendors mark ups were eliminated.
- Built credibility with vendors and managers by training them in the new policies and ensuring that vendors were paid on time. Cleared large backlog of AP invoices and increased efficiency by leveraging the computer system and training people to use it to its full potential.
- Served as business partner to facilities manager by providing reports and analysis to help him surface areas for cost reduction. Created monthly Non Ariba open PO reports and New York Quarterly report, reconciling VPM report to the non Ariba report for monthly accrual, creating and maintaining Monthly Environmental Report to monitor and track monthly expenses for the facilities managed. Also prepare ad hoc reports for various projects such as total expenses for specific slim ids, utility expense for slim ids, service insight report, as cost saving measures to drive down cost for AMEX.

CONTRACT ASSIGNMENTS

2001 to 2005

Accounting Specialist

- Accurate and timely reconciliation of balance sheet accounts.
- Processed AP and AR transactions with 100% accuracy. Coding and matching receipts with invoices. Prepare all aspects of the financial statement package, including creating and posting journal entries, general ledger review and completion of backup schedules.
- Participated in process improvement processes. Monitor and maintain cash balances.
- Prepare weekly financial report for review by the finance department. Maintain weekly statistics log to keep track of all bills and payment made. Reconcile actual tally with report at the end of month.

FINOVA FINANCIAL CORPORATION

2000 to 2001

Accountant

- Processed AP, AR and payroll with 100% accuracy using AS/400 accounting software.
- Run payroll reports and print checks for all employees. Research and analyze different vendor accounts for accuracy and processing status.
- Performed month end closing functions including journal entries and reports. Ensured accounting processes were compliant with GAAP guidelines. Won a monetary award at FINOVA for successfully coordinating the outsourcing of the department in a bankruptcy situation including liaising with the judge to ensure all documentations was received on time.

SYSTEMS SKILLS

- PeopleSoft, Watermark, AS/400, Peachtree, Real Estate Accounting Software, Millenium, QuickBooks, Document Express, Ariba Buyer, Walker, Monarch, Axiom, Solomon IV, Great Plains Dynamics.
- Microsoft Office 2010

EDUCATION

- Associate Degree in Accounting and Payroll – Maricopa Skills Center (2004)
- Bachelor of Science in Business Management – Arizona State University (1996)