

SKILLS SUMMARY

Assistant to Controller & Accounting Manager

Mas 90 Specialized Accounting System & Advanced Excel. Assistant to Controller, Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger Posting, Banking, Owners personal Insurance & household accounting records. I covered all senior accountant duties while the regular staff accountant was absent due to medical leave. MAS 90 SOFTWARE and EXCEL and MICROSOFT OFFICE

Staff Accountant QuickBooks

for 350+ separate subsidiary real estate sites, Helped with conversion to Timberline Accounting Systems, Month and Year End Close, Accruals, Assisted Senior Staff Accountants and the Controller in whatever was important on a daily basis., Reconciled 350 QuickBooks Checking Accounts, entered G/L entries, month end and year end close, entered accruals for year end. And helped with conversion from 350 separate companies to one unifying Timberline & MICROSOFT OFFICE

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Analyzed 30 different tax schedules and data, complicated Excel sheets, background research, obtained letters of acknowledgement of tax free Donations from various local charities. Temporary Assignment GREAT PLAINS SOFTWARE and EXCEL and MICROSOFT OFFICE

Office Manager and Medical Biller

Stabilizing medical office billing, verifying and billing insurance to health plans and Medicare, Balanced and corrected patients accounts and statements, collections, implemented software conversion, stabilized accounting & office procedures over 3 year period of employment. Performed usual medical office duties: supply ordering appointment setting, phone messages, and upkeep of clinical and business files, ordering supplies, greeting patients and working with drug sales representatives. Reason no longer working here: reduced hours from 50 hours (with overtime) to 24 per week & I need a 40 hour work week. SOFTWARE FOR PSYCHIATRIC OFFICE PRACTICE: THERAPIST HELPER and EXCEL

Credit Manager & Billing Specialist & Collections

National brand manufacturer and distributor of licensed sportswear. Opened new accounts, ran credit checks, established credit worthiness and reviewed and approved credit increases for 600+ customer accounts. Worked with 15+ Key Accounts overseeing their EDI/UPC Code Billing, reconciling Invoices to accommodate EDI Invoicing, established and facilitated the key account billing thru QRS-NYC Trade Weave Service Bureau. Worked with factors. Hired, trained and supervised internal collection department and facilitated the switchover to an outside A/R-Collections Service. Worked with Customers; Accounts Payable in Accounting Cleanup Work. Issued Credit Memos for Discounts, Adjustments, RAs, etc. Worked for Customer Statement and Ledger Reconciliation. Reviewed and assigned customer accts for outside Collection Agencies. Worked with our inside and outside Salespersons. Ran and interpreted Sales Reports. Reviewed/approved customer orders for credit approval and terms. Set up and organized customer credit and invoice files. Supervised A/R and file clerk staff. Reason no longer employed: this company closed all operations for 4 months and physically moved out of the area. MODIFIED MAS 90 SOFTWARE and EXCEL

Full charge Bookkeeper

All financial duties including interfacing with CPA regarding month-end, quarterly reports and taxes, wire transfers. All A/P, A/R, collections, office file maintenance, invoicing and customer billing, collections SEAN , supply ordering, maintaining files, bank & credit card coding and GL entries, credit checking, worked with CPA and tax files, supply ordering, and preparation of Payroll for outside services, customer credit checking and limit setting. Cost Accounting for Owner and GM.

QUICKEN & QUICKBOOKS SOFTWARE & EXCEL SPREADSHEETS

EMPLOYMENT HISTORY

June 2010 to Sept 2010 (still employed – ongoing sales campaign)

ATS Tax & Financial Solutions, 1075 1st St., # 6, Benicia, CA 94510

Proprietor: Sylvia Barata, Enrolled Agent

Independent Contract Agent , Quickbooks Accounting Sales, Commission Only

Recommendation Available

November 2009 thru May 2010

Charles M. Martin Tax & Financial Management, Martinez, CA

Independent Contractor Bookkeeper.

Assisted Owner with Bookkeeping, Auditing, Tax Preparation, Accounts Payable, Accounts Receivable, Collections and Cash Applications. General Office operating procedures on a temporary basis. Specializing in Small to Mid Size Business. Microsoft Office, Excel Spreadsheets, Lotus 123, Open Office Soft wares. Internet, Personal & Individual Bookkeeping and Bill Paying Services.

Jan 2009 thru October 2009

California Society of Radiologic Technologists, for Sue Bohn, Office Manager

Independent Contractor Bookkeeper.

Worked part time, approximately 10 hours per week as Accounting Clerk. Data Entry and Bank Reconciliation on QuickBooks Pro and Excel 2003. Trained the manager in accounting procedures of GL, Monthly Close, A/R, A/P, and Bank Reconciliation.

May 2007 thru Sept 2008

Axiom Medical Inc., Torrance, CA thru Accountemps

Temporary Staff Accountant

Mas 90 Specialized Accounting System & Advanced Excel. Assistant to Controller, Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger Posting, Banking, Owners personal Insurance & household accounting records. I covered all senior accountant duties while the regular staff accountant was absent due to medical leave. MAS 90, Excel and Microsoft Office Software

Nov 2005 thru Jan 2006

Pacific Coast Capital Partners, LLC, El Segundo, CA thru Accountemps

Temporary Staff Accountant

QuickBooks for 350+ separate subsidiary real estate sites, Helped with conversion to Timberline Accounting Systems, Month and Year End Close, Accruals, Assisted Senior Staff Accountants and the Controller in whatever was important on a daily basis., Reconciled 350 QuickBooks Checking Accounts, entered G/L entries, month end and year end close, entered accruals for year end. Facilitated Conversion of 350 QuickBooks separate companies to one unifying Timberline based Master Account. Timberline, Excel, QuickBooks & Microsoft Office.

June 2005 thru October 2005

Kirtland & Packard, LLC, El Segundo, CA, Independent Contractor Accountant

Temporary Legal Accounting Assistant Accounting Manager, Law Firm of 25+ attorneys. Specialized in all accounting duties with heavy emphasis on legal billing, A/R, A/P, Cash applications, Bank deposits & reconciliation. Legal Accounting, Excel, Microsoft Office and Word Perfect Software.

May 05 thru June 05

Continental Development Corp, El Segundo, CA thru Accountemps

Temporary Assistant to Tax Manager Commercial Real Estate Developer

Analyzed 30 different tax schedules and data, complicated Excel sheets, background research; obtained letters from Tax Free Donations of acknowledgement from various local charities. Great Plains, Excel and Microsoft Office Software.

Feb 2002 thru March 2005

RONALD GELFAND, M.D, PSYCHIATRY, Torrance, CA

Office Manager and Medical Biller, Independent Contractor

Stabilizing medical office billing, verifying and billing insurance to health plans and Medicare, Balanced and corrected patients accounts and statements, collections, implemented software conversion, stabilized accounting & office procedures over 3 year period of employment. Performed usual medical office duties: supply ordering appointment setting, phone messages, and upkeep of clinical and business files, ordering supplies, greeting patients and working with drug sales representatives. Reason no longer working here: reduced hours from 50 hours (with overtime) to 24 per week & I need a 40 hour work week. Therapist Helper, Excel and Microsoft Office Software. Letter of Recommendation Available.

March 2001 thru Feb 2002

COLOSSEUM ATHLETICS, INC., Compton, CA Manufacturers of Sportswear, Independent Contractor

Credit Manager & Billing Specialist & Collections

National brand manufacturer and distributor of licensed sportswear. Opened new accounts, ran credit checks, established credit worthiness and reviewed and approved credit increases for 600+ customer accounts. Worked with 15+ Key Accounts overseeing their EDI/UPC Code Billing, reconciling Invoices to accommodate EDI Invoicing, established and facilitated the key account billing thru QRS-NYC Trade Weave Service Bureau. Worked with factors. Hired, trained and supervised internal collection department and facilitated the switchover to an outside A/R-Collections Service. Worked with Customers; Accounts Payable in Accounting Cleanup Work. Issued Credit Memos for Discounts, Adjustments, RAs, etc. Worked for Customer Statement and Ledger Reconciliation. Reviewed and assigned customer accts for outside Collection Agencies. Worked with our inside and outside Salespersons. Ran and interpreted Sales Reports. Reviewed and approved customer orders for credit lines and terms. Set up and organized customer credit and invoice files. Supervised A/R and file clerk staff. Reason no longer employed: this company closed all operations for 4 months and physically moved out of the area. Modified MAS 200, Excel and Microsoft Office.

Nov 1999 thru March 2001

BIOLINK DBA ERI INTERNATIONAL, EL SEGUNDO, CA tropical fish import/exporter, Independent Contractor

Full charge Bookkeeper

All financial duties including interfacing with CPA regarding month-end, quarterly reports and taxes, wire transfers. All A/P, A/R, collections, office file maintenance, invoicing and customer billing, collections, supply ordering, maintaining files, bank & credit card coding and GL entries, credit checking, worked with CPA and tax files, supply ordering, and preparation of Payroll for outside services, customer credit checking and limit setting. Cost Accounting for Owner and GM.

I trained a new accountant when I discovered this situation. Quicken, QuickBooks, Excel and Microsoft Office Software.

Jan 1998 thru Nov 1999

AVANTI ENVIRONMENTAL, Inc., Tustin, CA, Independent Contractor

Office Manager/Full Charge Bookkeeper

Peachtree Complete accounting software Office Manager, Contract Biller, Bookkeeper for a small engineering firm. Duties: ADP payroll, bank deposits and reconciliation, Invoicing, collections, bill paying, data entry, E-mail, monthly preparation of quarterly and year-end financial reports for CPA review, proposal, contracts and EPA reports. Reason no longer employed: this company moved to Tustin, CA. & commute to work was too far from my home. Certified in Peachtree Software. Also, Excel and Microsoft Word.

MARY JULIA MC INTYRE, 514 BRECK COURT, BENICIA, CA 94510

CELL: 310-544-2850

E-mail: maryjuliamac46@hotmail.com

Jan 1994 –May 1997

LARRY E. COOPER, EA, San Pedro, Ca., Independent Contractor

Seasonal bookkeeping & tax filer

Office manager for tax and bookkeeping services; seasonal office support yearly income accounting for tax season, LA CERTE Tax Accounting, Excel Spreadsheets and Microsoft Office Soft wares.

EDUCATION: BA IN PSYCHOLOGY & BA IN ANTHROPOLOGY, 1996

CAL STATE UNIVERSITY, DOMINGUEZ HILLS, CARSON, CA

REFERENCES AND WRITTEN LETTERS OF RECOMMENDATION UPON REQUEST