

Accounts Payable Specialist



Laura Court

Los Angeles, CA

Job Preferences:

Desired job title:	Accounts Payable Specialist
Desired occupation:	Bookkeeping
Employment type:	Full time, Part time, Contract, Temporary
Career status:	Active job seeker
Available to start:	01/2020

Work Experience:

06/2001 – 08/2016	<p>Accounts Payable Specialist</p> <p>Sinai Temple</p> <p>Bookkeeping</p> <ul style="list-style-type: none">* Responsible for all activities in the accounts payable function* Ensures on time payments of vendor invoices and expense vouchers with speed and accuracy* High volume processing experience with 3 way matching, batching and coding invoices* Highly proficient in recording and reporting 1099 vendors, withholding and filing DE 542 forms to EDD* Review applicable accounting reports and accounts payable register to ensure accuracy* Familiar with a variety of the field's concepts, best practices and accounts payable procedures* Relies on extensive experience and judgment to plan and accomplish goals
05/2000 – 06/2001	<p>Accounts Payable Specialist</p> <p>Bookkeeping</p> <p>Styleclick.com (aka: Internet Shopping Network)</p> <ul style="list-style-type: none">* Processed payments to vendors for a web based sales platform* Provided vendor research and profit reports regularly to Controller and CFO* Produced inventory data to help Buyers find profitable marketing strategies* Tracked drop shippers inventories, samples, customer sales and returns for vendors and buyers* Worked with web designers to help streamline our database for simpler payment processing* Shared responsibilities for some receivables duties, processing customer payments, bank deposits

01/1999 – 05/2000

Executive Assistant to CEO and CFO

Interactive Light, Inc.

Executive Assistant

- * Responsible for maintaining and generating debt holder and investor correspondence, legal agreements or other documentation related to filing an IPO with the SEC
- * Established a cross-reference database system in MS Access for preserving investor's financial and legal documents
- * Prepare personal reimbursement reports and manage business receipts for CEO and CFO
- * Arrange daily schedules, appointments and meetings and assist with calls for CEO and CFO
- * Established and a cross-reference database system for investor's financial and legal documents
- * Arrange daily schedules, appointments and meetings and assist with calls for CEO and CFO
- * Maintain all attendance scheduling and personnel time records for payroll purposes
- * Kept all HR documentation and produced the necessary personnel paperwork for new hires and terminations

 Skills:

n/a:

coding, DATABASE, MS Access, Blackbaud Financial Edge, Sage Mas90, Quickbooks, MS Solomon, Oracle, MS Excel, Word, Access, PowerPoint, Outlook, Touch Keypad, Calculator, Highly, Strong organizational skills, Forthright, Assertive, Friendly, competent, hardworking employee, dependable, trustworthy, work ethics
