

RETTA LOCKMAN

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Los Angeles California

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EXPERIENCE

Accountant 03/2013 – present

- Analyzed and reported deviations between standard equipment costs and actual equipment costs
- Assisted department and other customers by providing procedural/financial and/or other information and guidance with automated or manual systems
- Audited financial documents to ensure entries are accurate, appropriately allocated to accounts, and complied with contract and funding guidelines
- Carried out complex projects by researching new accounting requirements/information; organizing/summarizing data; presenting recommendations
- Completed month-end operations along with costing and billing reports
- Documented errors and reconciled accounts, as required
- Facilitated discrepancy resolutions for other accounting staff members
- Gathered necessary information for all inventory for comparison reporting
- Issued stop payments, payments, or adjustments
- Maintained financial security by following internal accounting controls
- Performed several auditing functions as well as fixed asset reporting
- Posted various accounting information into database and to the accounts
- Prepared and distributed reports comparing actual to budget on a weekly basis
- Prepared audit work papers for annual or special audit
- Prepared the daily/weekly/monthly sales & bookings report
- Prepared various internal cost/management reports in a timely and accurate manner, including spreadsheets and forms
- Processed daily billing reports
- Processed payments and notified customers of insufficient payments
- Provided coordination of collections of revenue and/or payments processing by collecting and/or overseeing the collection of revenue and the clearing of delinquent accounts
- Reconciled accounts and bank statement
- Trained others on accounting functions and inventory control as necessary
- Verified accounts and resolved account discrepancies by reconciling/reviewing reconciliation of statements/transactions and investigating documentation

EDUCATION

California College of the Arts 2008 – 2013