

Corporate Accountant I Corporate Accountant I Corporate Accountant I - Eden Housing, Inc San Ramon, CA Authorized to work in the US for any employer Work Experience Corporate Accountant I Eden Housing, Inc - Hayward, CA August 2018 to Present - Assists in the month-end closing procedures and financial reporting. - Provide balance sheet and income statement analysis. - Post journal entries and perform account reconciliation; intercompany. - Monthly bank reconciliations. - Manage credit card accounts and reconcile petty cash. Corporate Junior Accountant Eden Housing, Inc - Hayward, CA August 2017 to August 2018 - Responsible for global expense allocations from general invoices to payroll and benefits. - Prepare deposits and cash receipts for all corporate cash accounts, transfer money between accounts. - Prepare bank reconciliations for all corporate accounts and credit cards. - Generate monthly intercompany billings, analyze IC balances, record IC transactions from affiliate partners. Accounts Payable Clerk Eden Housing, Inc - Hayward, CA December 2016 to August 2017 - Process/Review invoices and reimbursements using Yardi and Payscan. - Process payments; ACH/EFT, wires, checks. - Follow up on NSF payments and perform stop payments on checks. - Enter and pay properties monthly mortgages and taxes. - Answer vendor inquiries and investigate if there are issues; reconcile vendor accounts. Senior Accounts Payable Specialist & Systems Administrator Access Information Management - Livermore, CA January 2016 to December 2016 - Code and enter invoices to the correct general ledger account using Great Plains. - Calculate monthly accruals for recurring vendors and re-class journal entries to the correct accounts. - Process expense reports using Concur. - Create PO's for property managers using ReqLogic. - Create accounts in File Bridge, link each user to their accounts, and assign permissions. Accounting Intern Eden Housing, Inc - Hayward, CA July 2015 to October 2015 Education Bachelor's in Accounting California State University Long Beach - Long Beach, CA May 2015 A.A. in Mathematics Diablo Valley College - Pleasant Hill, CA May 2012 Additional Information - Proficient in Microsoft Office products including Word, Excel, Powerpoint, Access, and Outlook. - CPA Candidate.

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