

Jing Wang

flander.penny@gmail.com ❖ Bay Area ❖ (408)-649-1593

WORK EXPERIENCE

Anritsu Corporate Headquarters

March 2022 - Present

Accounts Payable contractor

Morgan Hill, California

- Perform AP process transactions such as invoice processing, statement review, employee expense
- Review invoices and requisitions for satisfactory payment approval
- Schedule and prepare checks, resolve purchase order, contract, invoice or payment discrepancies and documents.
- Review old PO goods and invoice receipts and clear or match with AP invoice
- Process employee expense reports utilizing Concur
- Communicated with the outsourced Business provider organization in India regarding AP transactions, coordinate their work and resolve issues.
- Complete ad hoc individual assignments and team projects

AMAX Engineering Corporation

March 2008 – March 2022

Senior Accounts Payable

Fremont, California

- Reviewing and classifying weekly expense invoices with appropriate Account Codes, documents, and approvals
- Processing PO invoices using 3-way matching and resolving invoice discrepancies
- Reviewing and reconciling vendor statements through PeopleSoft
- Setting up weekly wire and ACH payments to improve the flow of company transactions
- Paying weekly expense payments by credit card
- Processing weekly check-run per payment term
- Processing and recording monthly credit card payment
- Processing drop ship orders for inventory products
- Reconciling freight bills, including FedEx, UPS, Great world, JIT, and Team Worldwide
- Responding to vendor's and department's internal inquiries
- Posting in the General Ledger each month and prepared an Expense Accrual report for monthly closing
- Setting up new payees including wire template and maintaining W9 files
- Filing invoices and weekly payments
- Preparing 1099 forms
- Assisting and preparing documents for audit
- Assisting the supervisor in training new accounts payable

EDUCATION

Mission College

May 27, 2011

Associate of Science, Accounting

Santa Clara, California

Mission College

May 28, 1999

Associate of Arts, Liberal Studies

Santa Clara, California

SKILLS

- MS Office (Excel, Word, Outlook)
- PeopleSoft
- Strong communication, customer service, and customer relation skills