Elise Lin

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> Accountant eager to explore unlimited possibilites of the modern tech world. Currently self-studying Ruby and basic JS/Html/CSS stack.

Experience

VCA Inc. | Santa Monica, CA *Staff Accountant* (July 2017 - January 2019)

- Trained hospital managers in assigned regions(75+ hospitals) on cashiering procedure in compliance with company policies.
- Reconciled monthly bank statements and communicated with hospital managers on posting cashiering adjustments.
- Entered and reviewed sales and payments for specialty hospitals in VCA business intelligence website on a daily basis.
- Prepared month-end journal entries for assigned hospitals based on their system. (Impromed Infinity, Cornerstone, DVmax, and Introvate)
- Reformatted journal entries with Excel macros and uploaded to Lawson system.
- Conducted five types of analysis: AR Clearing, Revenue Clearing, OverShort Clearing, Chargeback, Cash Deposit, and Refund.
- Analyzed various general ledger accounts.
- Researched and initiated adjusting entries to insure all financial data was recorded accurately.
- Processed refunds and check requests in Ascent.

Universal Electronics Inc. | Santa Ana, CA *Accountant/Credit Specialist* (June 2015 - March 2017)

- Analyzed financial statement to establish customer credit line.
- Computed royalties payment via Excel and prepared check request based on approval from staff accountants.
- Processed monthly journal entry and adjusting entry
- Prepared and processed month-end close
- Reconcile RGA documents to ensure no discrepancies
- Forecasted monthly cash collections
- Coordinated with customer services to review customers credit hold
- Process and Reconcil up to 250 billing /invoicing per week follows GAAP revenue recognition principal
- Worked closely with internal/external auditors to ensure auditing standards follow Sarbanes Oxley compliance

Mega International Commercial Bank | Los Angeles, CA *Bank Cashier & L/C Specialist* (March 2015 - June 2015)

- Transacted up to100 checks, 30 wires, and 15 SWIFT transfers per day
- Set up checking, saving, and certificate of deposit account
- Examined documents presented under all types of L/C's for compliance to terms/conditions

King Freight | Cerritos, CA *Accounting* (November 2013- March 2015)

- Deposited and recorded up to 400 checks per week.
- Process more than 500 invoices per week for AP
- Verified daily cash receipts record match with bank deposit slip
- Reconcile issued invoices to ensure customer has been charged in full
- Released shipment through terminal and warehouse websites.
- Performed regular check requests and check runs

Education

Bachelor of Arts, Business Administration, Accunting | California State University of Fullerton(*CSUF*) | Class of 2014

Skills

Accounting System: Woofware, Ascent, Lawson, Oracle, Glovia, Peachtree Accounting Software, QuickBooks, Mas90, FMS2000 (FreigthStream), SAP
Microsoft Business Suite: Excel, Word, PowerPoint
Language: Chinese, English