

EMILY CHHUN

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OBJECTIVE Accounting professional with 5 years experiences.
Seeking an opportunity in Accounting and Finances to improve my career.

SKILLS CPA candidate (in progress exams), passed Financial Accounting & Reporting (FAR).

- Microsoft Word, PowerPoint, Access, QuickBooks, eCAPS and Sage Intact.
- Proficient with SQL (enter a chart, of accounting table, describe account table, write an oracle SQL program to insert into COA tables).
- Proficient with Excel (Formulas, VLOOKUP & INDEX, PivotTables and Charts)
- Ability to manage multiple priority assignments, and handle sensitive and confidential matters.
- Excellent communication skills; with all levels of staff, including external departments and outside agencies.
- Ability to work independently as well as in a team setting.
- Experience with eCAPS and Intacct navigation, organization, chart of accounts, reviewing, analyzing and presenting case projects through audition.
- Successfully run a business policy simulation receiving top grade of our class.
- Bilingual: English/ Cambodian

EDUCATION **B.S. Business Administration, Option: Accounting,** 05/2018
California State University, Los Angeles GPA: **3.65**

RELEVANT COURSES	Taxation of Individual Corporation taxation Cost Accounting Advance Accounting	Intermedia Finance ACCT& Report I &I Business Communication Leadership and Professional Skills Accounting Accounting Information System Accounting information for decision making
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EXPERIENCES **Braille Institute of America, CA 90029, Los Angeles** 07/2018-Present
Accounting I

- Reviews, prepares, codes and posts checks and cash revenues to subsidiary ledgers.
- Prepares reports on daily direct mail check donations, grants, royalties and cash revenues from all sources, including regional centers and stores.
- Receives all revenues received from fundraising efforts, and Prepares checks for data entry and deposits funds.
- Updates and maintains monthly donor restricted revenue fund schedule.
- Consults with Development Department staff and General Counsel to ensure accurate coding and booking of all contributions. Also posts gift annuity transactions and investment data.
- Prepares and files monthly and quarterly sales tax returns. Also prepares and files various accounting forms required by government agencies.
- Obtains trust documents for donated funds. Prepares back up documentation on large donations for auditors.
- Records and posts Department of Rehabilitation invoices and payments received. Also prepares and invoices quarterly State Library grant appropriations. Logs, records and posts Publishing Department invoices and payments. Reviews and posts inter-departmental item transfers
- Prepares annual audit work papers for retirement plans as required.
- Maintains and reconciles main cash box and Accounting Department petty cash box. Also monitors main bank checking and merchant services accounts for the organization. Maintains office supply inventory for the department.

- Provides back up for Accounts Payable functions as needed. May train and oversee the work of volunteers, student interns and temporary workers.
- Performs other duties as assigned. As the organization continues to evolve, duties or tasks may change without impacting the overall Job Description.

Fire Department

6/2017-12/2017

Account Payable Specialist

- Verified Travel Expense Claims in accordance.
- Create Expense Approval Vouchers for Travel Expense Claims
- Create Payment Vouchers for approved Expense Claims and enter into eCAPS, and Assist with Petty Cash functions,
- Post various Journal Entries and posting Travel and Petty Cash payments.
- Performed accounts payable, accounts receivable and capital asset accounting.
- Enter 200 invoices per week into eCAPS with various vendors and contracts.

Anc Tax Services by Alcla, LLC, Santa Fe Spring, CA.

(January-April) 2014, 2015, 2016

Income Tax Assistant

- Prepared and filed tax returns for individuals with short and long form.

Master Fresh Donut, CA 9066, Pico Rivera

Manager/Account payable/ Account Receivable

9/2010-11/2014

- Posted 20 invoices per week into Quick Book
- Posted journals entries which include revenues, expense, account receivable.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Prepared account receivable in charge of 5 main customers.
- Handle \$10,000 in purchase orders each week.
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Processed customer refunds, Process vendor invoice payments.

Manager Assistant

3/2010-9/2010

- Trained new employee.
- Examined inventory level, cost and purchased inventory.

Customer Service

9/2009- 3/2010

- Generating sales leads that develop into new customer.
- Identifying and assessing customers' needs to achieve satisfaction.

ACTIVITIES AWARDS

Member, Phi Kappa Phi Honor Society.

Member, Golden Key International Honor Society.