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| LA FONDA CALDWELL  2517 COPPERFIELD LANE, LANCASTER, TX 75146 214-562-6505  [lafonda\_caldwell@yahoo.com](mailto:lafonda_caldwell@yahoo.com) |
| OBJECTIVE  To pursue a career in a challenging administrative or accounting position with a progressive employer while utilizing my skills and education as an Accounts Payable or Payroll Supervisor/Clerk. |
| ADDITIONAL SKILLS  • Microsoft Office Suite, Word, Excel, Power Point, Access, and Outlook  • Extensive knowledge of Microsoft Dynamics SL within A/P, A/R, and GL modules  • Knowledge of system such as SAP, AS400, System 36, Lloyd System and Lotus  • 10-key, 55wpm, 13,000 kspm, and excelled data entry skills |

PROFESSIONAL **Experience**

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| 2007 – 2018Accounts payable Clerk, american gypsum/eagle materials  * Full cycle A/P processing including 3-way matching, coding, entering, and printing checks * Processed 1000 invoices monthly * Calculated sales and use tax for different states of the plant locations and compliance with requirements when coding invoices * Processed corporate invoices and expense reports for employees * Resolved discrepancies with invoices, purchase orders and receivers * Prepared new vendor setups and line of credit applications * Provided a corporate level of customer service to vendors and company employees * Prepared journal entries for accruals at month end and re-classed entries as needed * Printed paper checks and ACH’s 3 days a week * Assisted in yearly 1099 preparation |
| 2001 - 2007accounts payable coordinator, capital consultants mgmt corp  * Processed invoices for 50-65 various properties while interacting with property managers * Entered 1300 invoices a month * Averaged up to 400 checks printed weekly and reconciled monthly vendor statements * Performed A/R duties upon absence of A/R clerk * Prepared open payable report and account balances to give to managers for check selections * Set up vendors, maintained insurance and W-9 files while providing customer service to vendors * Prepared and printed annual 1099’s |
| 1999 – 2001accounts payable coordinator, standard pacific homes  * Processed 100 invoices daily including 3-way matching * Coordinator directly with company builders * Researched and resolved problems with invoices when necessary * Reconcile vendor statements * Responsible for weekly check runs and distribution of checks to sub-contractors * Prepared and entered journal entries |
| 1993 -1999a/p and payroll manager, sovreign homes corp  * Managed A/P department with 1 supervisor and 5 A/P clerks * Prepared cash flow reports and decided weekly payables with CFO * Ensured A/P month end close process completed timely and accurately * Prepared employee reviews and responsible for hiring new staff * Lowered the department turnovers * Approved new vendor setups and printed annual 1099’s * Prepared and processed month end ledger reconciliation * Performed the process of payroll functions for 163 employees * Entered hourly, overtime, commission, taxes and pro-rated wages * Set up employee databases, updated files and filed all state forms with the state and IRS * Reconciled payroll and operations bank statements and issued stop payment * Provided support for insurance benefits and salary issues * Assisted A/R during month end closing, pulling reports, posting checks, journal entries and reconciled balancing reports   EDUCATION  CEDAR VALLEY COLLEGE  Accounting Focus |

## References:

## upon request