

Micaela Feliciano

mickey.feliciano@gmail.com (347) 229-3733 Burbank, CA 90039

Experience

11/2019 – Present **Accounts Payable Specialist – IATSE Training Trust Fund** – Burbank, CA

- Assemble invoices and expense reports; review back-up documentation; flag and clarify any unusual items, prices, or discrepancies
- Code invoices to correct GL account; ensure proper approvals prior to payment
- Input invoices into QuickBooks; scan all documents for online filing and record-keeping
- Print and mail AP checks; coordinate check signing
- Reconcile credit card statements
- Respond to vendor and internal inquiries in a timely and professional manner
- Maintain vendor files and documentation in accordance with company policies; create new vendors
- Monitor, analyze and resolve vendor accounts on an ongoing basis; maintain schedule for recurring payments
- Track expenses and spending; assist with the month-end close and audits

10/2017 – 11/2019 **Accounts Payable Coordinator – Live Nation Entertainment** – Los Angeles, CA

- Performed all AP processing tasks including organizing invoices, filing, reviewing and securing authorization for invoice payments, checking invoices for proper coding and entering invoices into Oracle and Captiva/Inspyrus
- Analyzed and approved travel and entertainment expense reports for up to 150 employees using Concur and Oracle discoverer
- Generated and Analyzed AP Trial Balance reports for items over 60 days aging
- Downloaded, reconciled, and distributed Amex credit card statements for operational field, up to 15 cardholders
- Composed journal entries to clear Purchase cards expenses for up to eight cost centers
- Obtained bank transactions for up to four accounts and record incoming wires and checks
- Entered manual checks and outgoing wires into Oracle, clear outgoing payments in Oracle
- Setup new vendors in compliance with Corporate and Tax guidelines
- Generated intercompany journal entries for item adjustments
- Fielded Management and vendor inquiries regarding wires, AP, show checks, open items, etc.
- Assist Compliance Specialist to research uncashed checks over 120 days

11/2016 – 10/2017 **Accounts Payable Clerk – Live Nation Entertainment/Ticketmaster** – Los Angeles, CA

- Analyzed, verified and coded invoices and check requests for up to six cost centers
- Obtained invoice approvals in compliance with the current System of Authority
- Corresponded with vendors and responded to inquiries; maintained vendor files
- Submitted monthly accrual reports and provided assistance for month end closing
- Provided supporting documentation for audits
- Researched and resolved invoice discrepancies and issues

3/2015 – 11/2016 **Cash Application Specialist – Live Nation Entertainment** – Los Angeles, CA

- Ran and analyzed Oracle Discoverer reports for open and paid invoices, updated Accounts Receivable Log
- Researched incoming check payments using hard copies and outstanding AR Log
- Entered Credit Card, Check and Wire receipts into Oracle
- Ran daily unapplied payment reports, verified and distributed to corresponding departments
- Recorded one-off and season refunds, maintained and distributed refund write-off log

4/2014 – 3/2015 **Staff Accountant - Global Access World-Wide Entertainment Visas** – Los Angeles, CA

- Reviewed weekly cash flow to prepare Accounts payable, sent payment to vendors by inputting manual checks using QuickBooks and submitting wires via City National Bank
- Managed Accounts Receivable: processed credit card payments, prepared check deposits, received wires, conducted collections on overdue invoices and responded to billing inquiries
- Processed client invoices, refunds and credit memos for multiple departments
- Prepared monthly bank account and credit card reconciliations

8/2012 – 4/2014 **Financial/Administrative Coordinator - Qtrax, Inc.** – New York, NY

- Processed Accounts Payable by preparing manual QuickBooks checks and scheduling bank wire transfers for up to \$800,000 at a time
- Prepared monthly bank reconciliation reports and cash disbursement forecasts
- Administered weekly payroll, generated weekly expense reports

Education 5/2007 **Hofstra University** – Bachelor of Science, Music, Concentration in Merchandising

Academic Honors Scholarship, Dean's List, Golden Key National Honor Society 2004-2007

Los Angeles City College – Currently enrolled in Mathematics and Computer Science courses.

Technical Skills Proficient in Oracle, Captiva, Inspyrus, QuickBooks, Microsoft Office platforms, Python 3.0, 80 WPM typist