

KIMBERLY LOUW
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TECHNICAL PROFICIENCIES & SKILLS:

- | | | |
|----------------------|--|------------------------------|
| • MS Word | • NetSuite | • Keen planning and |
| • MS Excel | • Reynolds & Reynolds | organizational skills with |
| • MS PowerPoint | • Oracle | ability to prioritize tasks |
| • Fiscal Fuel (FAME) | • OnDemand | effectively |
| • Shares | • Interface well with others at all levels | • Ambitious and motivated to |
| • EDI | including vendor, customer, and | succeed |
| • ADP | professional | |

PROFESSIONAL EXPERIENCE:

Pivot3 Inc. – Houston, TX

07/2014– Present

Accounts Payable Manager& Accounting Manager 07/2014 – Present

- Lead month-end close process
- EOM Closing items AP related
- Process month and end year process, accounts payable, capital assets reconciliations, fixed asset activity and debt activity
- Complete annual audits AP related
- Maintain fixed asset and prepare related journal entries
- Monitor AP Aging and Open PO report
- Oversee AP duties and AP interns/clerks
- Perform GL Review regularly
- Reconcile GL
- Perform full cycle accounts payable by, confirming receipt of goods or services; verify approval using a purchase order or other authorization document; confirm the invoice amount for accuracy; prepare and complete check run for amount due; mail the check; record the accounts payable transaction in the general ledger
- Monitor bank accounts, process internal and wire transfers
- Confirm wire payments, deposits and verify ACH payments weekly
- Developed and introduced a work process that increased work productivity by setting accounting procedures with goals/objectives
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- Communicate with vendors to resolve invoicing/purchase order issues and maintain relationship in order to meet customer expectations
- Process 1099 Annual Reporting

United Airlines Inc. – Houston, TX

10/2011– 07/2014

Analyst Fuel Accounting Operations 04/2013 – July 2014

- Responsible for reconciliation of fuel at 50-60 stations
- Daily review and reconciliation of fuel inventories for assigned stations
- Mid-month and month end accounting close of specific fuel inventories
- Heavy communication with outside vendors, stations and Fuel Management personnel to confirm prices for fuel, tax and intoplane (including managers and directors)
- Auditing and keying of fuel vendor invoices

- Analysis of fuel and related accruals and give detail explanations
- Reconciliation of general ledger accounts

Cash Accounting—10/2011 – 04/2013

- Responsible for international and domestic bank account reconciliations for Sub-United and Sub-Continental
- Compiled and verified the petty cash and change funds for Sub-United international and domestic as well as the Sub-Continental domestic change fund for the October 2012 Annual Audit

Sewell Automotive – Houston, TX

10/2010 – 05/2011

Staff Accountant

- Implemented the internal controls over cashier operations improving accuracy for new location
- Performed tasks such as, accounting reconciliations, daily schedule maintenance, daily bank deposits, ACH bank transactions, billing, incoming inventory, customer's warranty and service contract registrations
- Researched schedules daily and corrected account discrepancies by preparing the journal record

Millennium Motors – Houston, TX

02/2010 – 10/2010

Accounts Payable

- Performed full cycle accounts payable by, confirming receipt of goods or services; verify approval using a purchase order or other authorization document; confirm the invoice amount for accuracy; prepare and complete check run for amount due; mail the check; record the accounts payable transaction in the general ledger
- Communicate with vendors to resolve invoicing/purchase order issues and maintain relationship in order to meet customer expectations
- Developed spreadsheet to ensure all recurring expenses are posted and tracked monthly
- Structured teaching guides for each accounting position
- Developed and introduced a work process that increased work productivity by setting accounting procedures with goals/objectives.
- Reviewed employee accounting work in a timely manner to verify its accuracy and validity
- Assisted in month end closing such as, interest-baring accounts, accruals and final expenses

Allen Samuels Auto Group Houston, TX

02/2007 – 02/2010

Accounts Payable

- Performed full cycle accounts payable by, confirming receipt of goods or services; verify approval using a purchase order or other authorization document; confirm the invoice amount for accuracy; prepare and complete check run for amount due; mail the check; record the accounts payable transaction in the general ledger
- Communicate with vendors to resolve invoicing/purchase order issues and maintain relationship in order to meet customer expectations
- Performed full cycle accounts receivable by, setting up client account records, mailing statements, payment postings, reviewing aged receivable report daily, collecting overdue accounts, complied to company's collection period
- Performed tasks to establish and maintain employee/payroll records. Duties include checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and miscellaneous changes.
- Researched schedules daily and corrected account discrepancies by preparing the journal record.

EDUCATION:

University of Phoenix

Bachelors of Science in Business/Accounting—November 2013