

Edith Padilla

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323-370-5236

To obtain a responsible and challenging position. A position that will utilize my computer knowledge, organization abilities, and my strong people skills, 10+ Years in Accounting Payables/Receivables.

TITLE: ACCOUNTS RECEIVABLE /OFFICE MANAGER

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounting Manager

Bandwagon Brokerage Inc - Vernon, CA

2014 to Present

Accounts Payables

Managing past due & Current accounts for A/R

Enter/Post payments /process direct deposits apply payments A/R

Daily Vouching for invoices received A/P

Monitor all open accounts for payables/Receivables

Prepare bank reconciliations both in Excel and in the systems

Process check run weekly

Daily A/R Collections

Prepare journal entries and post to the systems

Manage Food Safety Program

Receive product in inventory/post and transfer twice a week

Create new accounts for new Customers/Vendors

Perform other duties as assigned.

Accounts Receivable/ Office Manager

Portofino International - Vernon, CA

2011 to 2014

Managing past due & current accounts

Process Direct deposit to the bank under automatic deposit checks, credit cards, Wire transfers.

Sent collections letters to customers with accounts past due more than 60 days.

Monitoring all open accounts. About 5000 accounts. Domestic & Internationals

Run weekly A/R Report.

Process Returns for credit on accounts (Merchandise Back to Inventory or Damage).

Accounts Payable.. Process all invoices for payment.

Run checks once a week.

Run Report for payroll.

Daily A/R Collections work.

Receive merchandise in inventory.

Research and resolve discrepancies for payments and charge backs.

Buyer/Customer Service/Collections A/R

Thermostatic Industries, Inc - Huntington Park, CA

2007 to 2011

- * Run Inventory Reports (MRP) weekly and Monthly.
 - * Input product description information in current inventory system
 - * Follow up with open orders.
 - * Process Purchase Order on daily basis
 - * Enter Invoices from Supplier on AP
 - * Process backup reports after data entry
 - * Order Raw Material and Supplies for our Production
 - * Help Our Clients On Customer Support
 - * Take monthly Inventory monthly Phone, Fax and Email
 - * Help Customers with Rush Orders
 - * Communicate with Production with lead time on new and existing orders.
- Call open accounts for past due balances
Prepare daily deposits
Run checks through the online banking

Education

GED

Manual Arts High School - Los Angeles, CA

1985 to 1989

Skills

- Bilingual English/Spanish, computer knowledge/ten key by touch. Fast learner friendly attitude. Strong teamwork approach with daily activities. Strong Word, Excel and outlook skills. Good in communicating and maintain relationship with various manufacturing departments. Produce Pro software.
- PADILLAE1018@GMAIL.COM 1558 W 60TH PL
- LOS ANGELES, CA 90047
- 323-370-5236 (10+ years)
- Accounts Receivable
- Bank Reconciliation
- Accounts Payable
- General Ledger Accounting
- Journal Entries
- General Ledger Reconciliation
- Account Reconciliation
- Office Management
- Payroll
- Forecasting
- Financial Statement Preparation

- MRP