

# Ixa Santos

Stockton, CA 95203

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• Seeking to obtain a position with an organization that will utilize my skills while offering opportunity for professional development. My diverse experience includes working in various areas including:

- Accounts Payable
- Accounts Receivable
- Accounting & Administrative skills
- AIA Billing
- Release of Liens
- Certificate of Insurance
- 15 + years progressively responsible in Administration and Accounting
- Proficient in Accounting Programs, including; Mas 90, Great Plains, AS 400, P-Vault, Vista & QuickBooks.
- Strong work ethics. Extremely detailed oriented and able to work with minimal supervision with a professional attitude Very reliable, highly trustworthy, a team, fast learner player and very discreet.

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### **Staff Accountant**

Rycon Construction, Inc - Sunrise, FL

October 2019 to April 2020

- Processing all Subcontractor AIA forms fro approvals and payments
- Preparing and requesting Release of Liens
- Code invoices with Job Cost and GL CodeS
- Preparing for weekly and monthly check runs
- Tracking and logging all Notice To Owners
- Releasin vendor payments accordingly
- Assist with other projects as needed/answering main phone lines

### **Accounts Payable Supervisor**

G.Proulx, LLC - Fort Lauderdale, FL

August 2019 to September 2019

- Processing all of Accounts Payable
- Matching invoices to purchase orders
- Paying vendors in a timely matter in order to take all discounts
- Code invoices with Job Cost and GL Codes
- Process weekly check run
- Reconciling statements

- Audit, process, reconcile credit card charges
- Assist with other projects as needed
- Processing AHC & Wire payments

### **Accounts Payable Specialist**

Ipic Entertainment, LLC - Boca Raton, FL

March 2019 to August 2019

- Accounts Payable
- Exporting invoices
- Creating Batches
- Code invoices with Job Cost and GL Codes
- Process weekly check payments
- Reconciling Statements
- Filing
- Attaching invoices to checks

### **Accounting Coordinator**

MGM General Contracting, Inc - Fort Lauderdale, FL

August 2018 to February 2019

- Accounts Payable
- Accounts Receivable - AIA Billing
- Process Vendor Release of Liens
- Code invoices with Job Cost and GL Codes
- Process weekly check payments
- Respond all Subcontractors inquiries
- Audit, process, reconcile credit card charges
- Assist with other projects as needed
- Track Subcontractor insurance requirements
- Answer phones

### **Accounts Payable Specialist**

Meisner Electric, Inc - Delray Beach, FL

July 2014 to July 2018

- Entering Job and Administrative invoices. Very heavy workflow
- Weekly Administrative check run
- Process Vendor Release of Liens
- Create and update Affidavits
- Reconcile statements
- 1099 Maintenance
- Scanning documents and exporting invoices into a paperless software
- GL coding
- 15th & 20th Job check run
- Matching invoices to Purchase Orders

### **Accounts Payable Clerk**

The Geo Group, Inc - Boca Raton, FL

September 2013 to July 2014

- Track Expenses and process Expense Reports

- Prepare and perform check runs
- Set invoices up for payment
- Sort and code invoices
- Correspond with vendors
- Maintain Vendor files
- Provide supporting documents for Audit

## Education

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**High school diploma**

## Skills

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- Microsoft Dynamics GP
- Accounts Payable
- Account Reconciliation
- QuickBooks