

Lydia Isaguirre

Los Angeles, CA 90026

lydiaaryleisaguirre9_jvh@indeedemail.com

(213) 500-6096

Career oriented individual applying for an entry level position as Accounts Payable/Payroll with the opportunity for a long term advancement and growth.

Authorized to work in the US for any employer

Work Experience

AP/Payroll Coordinator

Parkwest Healthcare Center - Reseda, CA

January 2020 to March 2020

Maintain employee records in the payroll and ADP systems. Approve, make corrections to time cards. Maintain payroll deductions, deferrals, and withholdings for all employees. Perform benefits administration to include vendor change reporting, reviewing invoices for payment, and assisting employees with benefit enrollment, annual renewals, and termination. Process and post bi-monthly payroll and 401(k) deferrals. Maintain payroll reporting records. Manage year-end employee W-2 and employer ACA reporting. Maintain vendor records and perform annual 1099 reporting. Prepare monthly staff time analysis reports. Process vendor invoices, including coding to appropriate projects and general ledger accounts to corporate. Review, post, and pay monthly employee expense reports/petty cash. Scan, file, and maintain accounting records. Process needed G/L journal entries related to payroll and benefits. Reconcile G/L accounts on a monthly basis related to assigned payroll and benefit accounts. For assigned G/L accounts, prepare auditor requested reconciliations and provide supporting documents for year-end financial statement audit. KPI/NHPPD. Other assigned duties as requested

Receptionist/Accounts Payable

Brier Oak On Sunset - Los Angeles, CA

May 2019 to October 2019

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs phone calls/visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring visitor/out-on-pass binders; issuing visitor badges.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Keeping track of all payments and expenditures, including, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Scanned all invoices for vendors to corporate office, including; Department of Health, Maintenance, Patient Care, etc.
- Continuing to improve the payment process
- Contributes to team effort by accomplishing related results as needed.

Front/Back Office Medical Assistant

John Villanueva, M.D. INC

2018 to 2019

Recording vital signs, taking medical histories, preparing patients for examination, assisting physician with in office surgeries, drawing up medication, scheduling appointments and referrals, surgery scheduler, writing and authorizing prescriptions, ability to be resourceful and proactive in dealing with issues that may arise, maintaining medical records, EMR. preparing charts, filing, retrieving and taking messages, verifying insurance benefit and coverage, request for authorizations, front/back office inventory, collecting payments, Microsoft office skills, data entry and retrieval, answering calls, personal injury RFA's and billing.

Key Carrier/Cashier

Smart and Final - Los Angeles, CA

2016 to 2017

Provided customer service, worked on the register, answered phone calls, stocked and faced all shelves and end caps, worked the bakery table (removed any items from the freezer necessary to fill any holes), ran the front end, ran 91's (\$500 or more from one or more registers at a time), did hourly store walks(made sure floor and aisles were free of any debris), ordered, sent out, and received the load, ordered cash and coin every other day, checkout(counting, balancing, and removing any extra cash from tills, counted money in master safe, safe, and coin drawer, counted WIC checks, personal/business checks, and coupons) maintained front end(made sure the registers, and area around was clean, and filled the coolers for the next day) worked inventory for the registers.

Cashier

Wetzels Pretzels Eagle Rock - Los Angeles, CA

2015 to 2015

Provided customer service, opened kiosk (made sure any items needed throughout the day were in the front), worked on the register, served customers, and handed out samples.

Sales Associate

Aeropostale - Glendale, CA

2013 to 2013

Provided customer service, unlocked dressing rooms for customers, folded and maintained the clothes (t-shirts, jackets, pants, undergarments, etc.), organized jewelry and greeted customers at the door.

Education

Diploma in Medical

American Career College Los Angeles

2017 to 2018

GED

American Career College Los Angeles

2017

Skills

- Back Office
- Front Office
- Accounts Payable
- Invoice
- AP
- microsoft office
- receptionist
- customer service
- Point Click Care
- EMR
- Practice Fusion