

# Alicia Lewis

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TO GROW AND ADVANCE WITHIN A COMPANY UTILIZE MY SKILLS AND YEARS OF EXPERIENCE

#readytowork

## Work Experience

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### **Financial Office Specialist**

Clark County - Las Vegas, NV

June 2019 to Present

Responsible for creating and maintaining employee master record data in SAP. Reviews and ensures all personnel actions, such as new hires, pay changes, transfers, separations, demotions, promotions are in compliance with County policies and procedures and applicable collective bargaining agreements. Runs multiple payroll related transactions, including but not limited to time evaluations and payroll simulations, as well as completes validation of employee eligibility for specialty pay, merit increases, and cash out amounts. Audits I-9s and all actions affecting employee records. Human Resources and/or payroll experience, as well as and referencing and working with multiple employment contracts, SAP and Kronos would be beneficial for this position. Coordinates with department liaisons, timekeeping, payroll, and Human Resources personnel in the performance and completion of daily workload. Reviews and reconciles varied reports and payroll or related financial or business data; Audits and verifies various information, including source data as well as manual and computer-produced reports.

### **FULL CYCLE ACCOUNTS PAYABLE,**

Dunn Management/TLC Care Center - Las Vegas, NV

March 2018 to June 2019

- Process vendor invoices and check requests for payment.
- Responsible for the processing, tracking and mailing of checks
- Produce weekly to bi-weekly planned payment reports for invoice approvals.
- Monitor accounts and contract billings to ensure payments are current.
- Correspond with vendors, managers, and upper management and respond to inquiries.
- Research and resolve billing discrepancies, missing invoices, outstanding checks, and general inquiries as required.
- Setup and maintain automatic and recurring payments.
- Maintain unpaid invoice filing.
- Process vendor address change requests for new and existing associations.
- Obtain and track W-9 forms and process annual 1099 forms.
- Assist A/R and making adjustments in Point Click Care for Skilled Nursing Facility

### **ACCOUNTS PAYABLE SPECIALIST**

RANDSTAD USA

March 2018 to June 2018

- Review and disburse high volume invoices
- Statement reconciliation
- Handles all vendor correspondence via email and phone
- Investigates and resolves problem associated with processing invoices and purchase orders
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Performs other duties as required to support Accounting Department.

## **ACCOUNTS PAYABLE SPECIALIST**

GINGERPEOPLE

October 2017 to January 2018

- Inter-Company accounting and multi-currencies
- Reviewed invoices for timeliness and provide company and account coding
- Vouched invoices daily and distributed for approval
- Processed check requests
- Assisted in month end closing (reconcile sub ledger to GL)
- Prepared accruals as part of month end
- Assisted with container management and payment
- Processed fixed assets
- Set up and managed vendor master records
- Reconciled vendor statements, researched and corrected discrepancies

## **Inventory Specialist**

RGIS Inventory Specialists

May 2017 to October 2017

Inventory Counter

## **ACCOUNTANT**

ACCUITEMPS-MONTEREY COUNTY OFFICE OF EDUCATION

January 2017 to May 2017

- Verified allocated, posted details of financial transactions to subsidiary accounts in journals, sales slips, invoices, receipts, check stubs, and computer printouts.
- Monitored ongoing award financial activity of grants and contracts to ensure that reporting requirements and deliverables are met.
- Monitored cash balances and other cash management duties including drawdowns on grants.
- Summarized details in separate ledgers or computer files and transferred data to general ledger.
- Prepared a financial summary report of all accounts.
- Reconciled and balanced accounts, including general ledger accounts and bank accounts.

## **ACCOUNTANT**

CORRECTIONAL MEDICAL GROUP COMPANIES

June 2002 to January 2017

- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports
- Processed 3-way P.O. matching invoices, up to 100 plus line items. Prioritized invoices according to cash discount potential and payment terms
- Processed check requests
- Audited and processed credit card bills

- 1099 maintenance and preparation
  - Researched and corrected discrepancies
  - Assisted in month end closing
  - Maintained files and documentation thoroughly and accurately
  - Reconciled balance sheets, accounts, and invoices
  - Prepared monthly, quarterly, and financial reports
  - Prepared and post entries to GL while managing Month End
  - Prepared and implemented audit & recon schedules to reduce financial errors
  - Responsible for training new employees in accounts payable and accounts receivable
  - Monthly bank recons of Accounts Payable & Payroll Checks
  - Backup support to for the Administrative and HR Assistant.
- Managed correspondence, databases, records management systems, and paper and electronic filing systems
- Answered phones, sorted mail, made travel arrangements and photocopying
- Reviewed, sort and priorities incoming legal documents for attorney and executives
- Coordinated, maintained and generated Human Resource related files and records

### **Representative**

United Way - Monterey, CA  
2017 to 2017

### **Chapter Coordinator**

CHADD of Monterey County - Monterey, CA  
2016 to 2016

### **Representative**

United Way - Monterey, CA  
2016 to 2016

CASA

### **VOICES FOR CHILDREN - Advocate**

COMMUNITY OUTREACH  
SALINAS, CALIFORNIA

### **Advocate**

VOICES FOR CHILDREN  
SALINAS, CALIFORNIA

## Education

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### **BACHELORS OF SCIENCE in CRIMINAL JUSTICE ADMINISTRATION**

UNIVERSITY OF PHOENIX - Phoenix, AZ

## Skills

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- ACCOUNTING (10+ years)
- EXCEL (Less than 1 year)
- GREAT PLAINS (Less than 1 year)
- MICROSOFT WORD (Less than 1 year)
- QUICKBOOKS (Less than 1 year)
- Accounts Payable
- Invoice
- Accounts Receivable
- AP
- Sage
- Point Click Care
- SAP
- General Ledger Accounting
- Balance Sheet Reconciliation
- Account Reconciliation
- General Ledger Reconciliation

## Certifications and Licenses

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### **Driver's License**

#### **10 Key**

### **Medical Posting**

January 1999 to February 2005

## Assessments

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### **Customer Focus & Orientation — Highly Proficient**

February 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0a39553b2958cb97b730b7e685df8ce8eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0a39553b2958cb97b730b7e685df8ce8eed53dc074545cb7)

### **Conscientiousness — Highly Proficient**

November 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: <https://share.indeedassessments.com/attempts/d83b0d76bc7e2aa3549fc35d84d90205eed53dc074545cb7>

### **Personality: Customer Service Fit — Highly Proficient**

October 2019

Measures the traits that are important for high-quality customer service.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0b43d7db59f2224e35835b9da4e1fb1aeeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0b43d7db59f2224e35835b9da4e1fb1aeeed53dc074545cb7)

## **Office Assistant - Friday Evening & Saturday Morning — Proficient**

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2870335c9933945aa16e947746d49c44eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2870335c9933945aa16e947746d49c44eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

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### **SKILLS**

PROFICIENT IN MICROSOFT WORD, EXCEL AND POWER POINT,  
ACCOUNTING SOFTWARE SUCH AS QUICKBOOKS, CENTER POINT, GREAT PLAINS, ESCAPE, DSS-  
KEYPOINT, MAS 500, SAP