

Edwin J. Kim

600 W. 9th Street, Unit 509 Los Angeles, CA 90015

(714) 469-9406 | edwinjk120@gmail.com

PROFESSIONAL EXPERIENCE

SKADDEN, ARPS, SLATE, MEAGHER & FLOM LLP

Los Angeles, CA

Client Accounting Coordinator

February 2013 - August 2019

- Consolidated, reported, and updated firm-wide monthly revenue forecast for all 23 offices for senior management and directors to reflect updated monthly billing and track monthly revenue against monthly revenue goal
- Managed the full Accounts Receivable cycle for 40 client accounts with total annual revenues of up to \$36 million - drafted monthly invoices, provided supplemental analysis to facilitate prompt receipt of invoices, and ensured proper payment application
- Developed and analyzed Accounts Receivable reports containing key billing metrics to gauge the volume and efficiency in billing and revenue collections for partners to prioritize client payments
- Performed account reconciliations and prepared Payment to Invoice variance analysis to investigate reason for payment deductions
- Created budget schedules for the partners for specific matters and monitored billable hours to ensure attorneys stay within budget by collaborating with attorneys and legal assistants
- Prepared ad hoc reports regarding attorney utilization rates for partners and senior management to aid in personnel decisions

COUNTY OF ORANGE: AUDITOR-CONTROLLER DEPT.

Santa Ana, CA

Accounting Intern

May 2012 – December 2012

- Prepared and reviewed cost studies for management to determine future target/budget expense fund allocations
- Utilized Data Warehouse database tools when extracting data to verify the accuracy of various accounting reports
- Allocated and reconciled costs to various government funds for budget planning

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM

Irvine, CA

Volunteer Income Tax Assistant

February 2012 – April 2012

- Assisted low income households file their taxes and answer questions regarding tax laws

EDUCATION

UNIVERSITY OF CALIFORNIA, IRVINE

Irvine, CA

Bachelor of Arts, Business Administration (Accounting)

June 2012

ADDITIONAL INFORMATION

- *Skills:* Microsoft Office, learning and developing SQL skills, and Aderant
- *Interests:* Rock climbing, LA Lakers, Football, LA Dodgers, Traveling