

Bernardo Orellana

Accountant Consultant

Los Angeles, CA 90006

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(818) 849-8892

Position that utilizes my accounting experience and enables me to make a positive contribution to the company"

Authorized to work in the US for any employer

Work Experience

Part Time Accountant Consultant

ROI Facilitators, Real Estate Investments

April 2016 to Present

Full Charge bookkeeper: AP, AR, bank reconciliation, invoicing, GL, reporting to CPA and investors.

Staff Accountant

Rivera, Jamjian & Dillard, LLP - Los Angeles, CA

September 2015 to March 2016

Staff Accountant

- Preparing monthly account analyses and recording journal entries along with all supporting documentation
- Performing bank reconciliations.
- Preparing reconciliation of all sub ledgers to General Ledger balances.
- Supporting Accounting Manager on a daily basis.
- Analyzing accounts payable vouchers for accurate general ledger coding.
- Performing timely and accurate month end close functions.
- Preparing various GL journal entries
- Reconciliation of numerous accounts including Fixed Assets, Payroll, A/P, A/R
- Prepared corporate and personal tax return.

Accountant Payable

Grupo Deco California - Los Angeles, CA

November 2013 to August 2015

- * Monitored and used the cash flow to pay vendors.
- * Prioritized payments in order to keep services for several funeral homes
- * Reviewed invoices for appropriate documentation and approval payment.
- * Printed, obtained signatures, and distributed checks.
- * Maintained AP for corporate account.
- * Answered vendor inquiries.

Staff Accountant

Law Firm David S. Chesley

December 2010 to October 2013

Designed and maintained Refund Corporate System. Standardized procedures and reported to the owner

and manager. Refund was reduced to 50% during first year.

* Accounting procedures: AP, AR, bank reconciliation, invoicing, JE entry and general ledger.

* Assisted payroll employees and independent contractors.

* Prepared financial reports and budget using QuickBooks.

* Investigated and disputed credit card charge back.

* Assisted preparation tax return.

* Company grew from \$700,000 to \$4,000,000 in sales per year.

Education

Bachelor of Science in Accounting in Accounting

University of Chile - Santiago, CL

MBA in Finance

University of Chile - Santiago, CL

Skills

- Excel (8 years)
- MAS 90. (Less than 1 year)
- Microsoft Office (8 years)
- QuickBooks. (5 years)
- Quickbooks
- Accounts Payable
- Tax Preparation
- Accounts Receivable

Additional Information

Skills:

Internal Revenue Service (IRS), Austin, Tx 2014 - Seasonal - Tax Examiner

Microsoft Office Suite: Word, Excel, Access, PowerPoint, Quicken, QuickBooks and MAS 90. Read, write and speak Spanish.