

# Veronica Chang

## **Payroll/ Account payable specialist**

Huntington Park, CA 90255

[veronicachang59\\_yo9@indeedemail.com](mailto:veronicachang59_yo9@indeedemail.com)

424-425-9444

Highly analytical, result- driven Accounting professional. Who works quickly and accurately under tight deadlines. Extensive Knowledge in Payroll, Accounts Payable/ Receivable. Highly organized, detail- oriented worker who possess excellent people skills with the ability to provide excellent customer service. Seeking to contribute my skills and knowledge to an organization that will provide an opportunity for growth.

### ADDRESS

4224 E 60th Street

Huntington Park, CA 90255

### PHONE

424-425-9444

### EMAIL

Chang12@sbcglobal.com

#readytowork

Willing to relocate: Anywhere

## Work Experience

---

### **Payroll Specialist**

Big 5 Corporation - El Segundo, CA

2016 to Present

- Demonstrate excellent organizational skills, in a fast paced environment while performing at a high accuracy level.
- Interact with and assist Human Resources when required.
- Provided client and employee support in areas related to payroll, benefits and file maintenance.
- Audited, balanced, and corrected payroll documents, payroll time records, and related reports for the department's employees.
- Respond quickly to employee requests by identifying and resolving issues or when necessary referring situations to the appropriate staff member.
- Coordinated and interacted with federal and state agencies on issues pertaining to employee compensation, general deductions, benefits and retirement.

### **Payroll Specialist**

NetPay Payroll Inc - Torrance, CA

2014 to 2015

- Responsible for managing payroll and adjustments for 200+ clients.
- Enter customer payments into system on daily basis.

- Quarterly reports for client and management as requested.
- Track all money received and prepare deposits.
- Develop reports in detail aging and past due accounts for senior management.
- Total past due invoices weekly and report to supervisor.
- Analyze accounts to discover discrepancies and resolve all variances promptly.
- Total cash required
- Worked with customers to develop repayment plans for delinquent accounts
- Initiate collections proceedings against accounts past due more than 6 months
- Summarized receivables on a weekly and monthly basis.
- Efficiently process vendor invoices and maintain up to date system.
- Coordinate approval processes of all accounts payable invoices.
- Coded general ledger and processed vendor invoice payments.

### **Independent Contractors/ Owner Operators**

Intermodal Bridge Transport, Inc - Wilmington, CA  
2000 to 2014

- Wilmington, CA
- Accounts payables/account receivables.
- Contracting new Independent Contractors/ Owner Operators.
- Assisted in pre-employment screening: Background checks PSP checking. Initial / random drug testing.
- Responsible for all payroll adjustments, garnishment's and other deductions,
- Entered weekly, bi weekly, semi weekly, monthly, quarterly, and annual payrolls.
- Summarized receivables on a weekly and monthly basis.
- Efficiently prepare, review and mail monthly statements.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, customer service department, and customers.
- Resolves valid or authorized deductions by entering corrections to customer accounts.
- Post revenues by verifying and entering transactions.
- Track all money received and prepare deposits.
- Develop reports in detail aging and past due accounts for senior management.
- Total past due invoices weekly and report to supervisor.
- Analyze accounts to discover discrepancies and resolve all variances promptly.
- Total cash required
- Worked with customers to develop repayment plans for delinquent accounts
- Initiate collections proceedings against accounts past due more than 6 months.
- Maintained and Created current files on all employees (Driver's License, Medical Cards, Annual reviews, etc.)
- Scheduled and managed CTA meetings, Quarterly meetings on safety related subjects with Independent Contractors/Owner Operators.
- Updated and maintained weekly leasing contracts with drivers/ Owner Operators.
- Entering Delivery Orders into system.

### **Education**

---

#### **High school diploma**

Roosevelt High School - Los Angeles, CA

## **None in Computer Programming and Data Entry Process**

Southern CA. Regional Occupational Center - Los Angeles, CA

### Skills

---

- Customer relations Invoice Management Budgeting- Account Reconciliation- Financial Administration
- Complex problem solving- Document control- Strong communication skills- Mathematical skills
- Effective time management
- Accounts Payable/ Receivable- Pay Roll
- QuickBooks
- Kronos
- Rumba
- Day-Force
- DOS
- TMW
- Freight Data
- AS400
- CIMS
- Delfour
- SAP
- EDI
- MYOB
- Paragon
- File Maker Pro and Where Net. Proficient in using such programs as Microsoft Windows
- Windows XP
- Microsoft Word
- Excel
- Access
- and Lotus
- Create and distribute a variety of reports using Microsoft Word
- outlook
- Access
- Excel. Payroll
- General Ledger Accounting
- Journal Entries