

# Sara Pina

Santa Clarita, CA

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Working with numbers is my passion and I am ready to get things done!!!

#readytowork

## Work Experience

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### **Bookkeeper**

Universal Electronic Alarms - Lancaster, CA

September 2018 to April 2020

On a needed basis helping with Certified Payroll Reports and Department of Industrial Relations Reporting.

Accounts payable, accounts receivable, reconciliations of business bank accounts and company credit cards.

Collections on past due personal accounts and contracts with other contractors.

Review contracts and provide financials, other paperwork when needed.

Set up 401k payment tracking spreadsheet.

Insurance paperwork and audits.

### **Bookkeeper**

Clarity Management - Studio City, CA

April 2015 to September 2018

Manage finances for multiple restaurant locations including royalties.

Provide P & L, balance sheet for all entities.

Work with CPA for tax reporting of corporations, llc, llp 's.

Quarterly sales tax reporting and payments.

All business insurances and permits including 571L, workers comp claims, business licenses, health department license, ABC license.

Create new entities for new location including all state and federal requirements such as EDD accounts.

Manage health insurance for 250 employees.

Work with multiple class codes, multi company loans and create 4/13 reports for all entities.

Project profits and losses and planning accordingly.

Audit reports to find deficiencies such as high food cost, controllables and work to fix the problem.

Help with new menu item creations. Assist with restaurant upgrades and anything else that is needed in order to provide employee support at the restaurant level while making sure it makes sense financially.

Manage payroll processing for multiple locations.

Internal audits of finances, payroll reports, POS data, bank reports, credit cards.

### **Operations Manager**

CPR Technologies Inc - Stevenson Ranch, CA

August 2007 to April 2015

Management of office with 15 employees , 45 multi state independent contractors .

All bookkeeping including reconciling multiple accounts and credit cards. Payroll processing and payment for services.

Responsible for all business insurances, licenses and permits.

Manage health insurance and profit sharing.

Provide P & L, balance sheet and other reports as requested by owner

### **Office Manager**

S & F Auto Glass

January 2006 to December 2007

### **Teller/ Merchant**

Wells Fargo Bank

February 2005 to February 2006

### **Shift Manager**

Dominos Pizza

February 1999 to October 2001

## Education

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### **High school diploma**

## Skills

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- Quickbooks (10+ years)
- Microsoft outlook (10+ years)
- Bilingual (10+ years)
- Payroll (10+ years)
- Paychex
- Benefits Administration
- Accounts Payable
- Bookkeeping
- Financial Report Writing
- Account Reconciliation
- Workers' Compensation
- Tax Experience
- General Ledger Accounting
- Journal Entries
- Bank Reconciliation
- General Ledger Reconciliation
- Office Management
- Accounts Receivable
- Quicken
- Internal Audits

## Additional Information

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Responsible for weekly (hourly) and bi-weekly (salary) payroll including accuracy of time cards utilizing ADP and Paychex for up to 160 employees and contractors.

Compile employee time sheets, and calculated deductions such as income tax withholding, wage garnishments and social security.

Management of weekly sales meetings with staff.

Responsible for coding and approving AP Invoices, expense Reports for hourly associates.

Bookkeeping via Quickbooks and Quicken including reconciliations, accounts payable, accounts receivable, invoicing, internal audits, purchase orders.

Recruiting, Interviewing, pre-employment process, New Hire orientation, etc.

Administer Worker's comp and all other leave of absences.

Compliance with all company rules and regulations

Maintain personnel files; profile changes, yearly increases, job bid changes, address changes, etc.

Maintain Training Database for all associates

Handling of all HR issues and benefits administration.

Ability to prioritize, meet deadlines, also work well in a fast paced environment.

Exceptional ability to coordinate travel arrangements, scheduling of calendar events, meetings, trade shows, and demonstrations'

Experience in handling confidential information on a daily basis.

Proven ability with wearing many hats in a limited staff office.

Act as liaison between place of employment and CPA.

Knowledgeable with HIPPA and HITECH

Successful completion of EDD employment audit