

Anna Aust

2319 ¾ Gates St
Los Angeles, CA 90031
(213) 393-0344
dheist@pacbell.net

Skills:

Detail oriented, efficient, prompt, courteous, proficient in Blackbaud & Quickbook billing and Microsoft Excel, firm grasp of general ledger practices, subcontractor and non-profit billing.

Experience:

December 2016 - April 2020

Union Station Homeless Services - Jr. Accountant (Started as Temp thru Roth Staffing)

- Responsible for all AP processing
- Monthly credit card reconciliation
- Prepare monthly P&L reports for all departments and projects
- Work closely with CFO & Accts Manager for month and year-end close.
- Process all gift card donations
- Verify and process all subcontractor billing
- Prepare reports and files for yearly Company audit and funder audits

October 2015 - September 2016

Fulfillment Fund - AP Clerk (*Thru Robert Half Temp Agency*)

- Responsible for all AP processing
- Reconcile monthly scholarship & other receivable accounts.

February 2009 - Present

CAMS - HR Assistant

- Secure correct configuration of musical personnel for a variety of pre, post & live productions.
- Coordinate dates, locations, instrumentation and dress
- Verify I-9 information, payroll & Union compliance.

May 1985 - February 2009

Pulsar Communications Center - Supervisor

- Scheduled employees for 24/7 call center
- Responsible for all client billing, payroll, general ledger, profit sharing plan and health benefits
- Facilitated sale of business when owner became gravely ill

Education:

August 1981 - May 1985

Southern Methodist University, Dallas, TX - *B.A. Film & Television*

References:

Wakeela Shakur, AP & Payroll Mgr

825 E. Orange Grove Blvd

Pasadena, CA 91104

(626) 240-4550 ext 109 wshakur@unionstationhs.org

Brian Miller, Orchestra Manager Hollywood Bowl Orchestra

10580 Wilshire Blvd, #86

Los Angeles, CA 90024

(213) 910-7355 ofsoundmind@earthlink.net

Leslie Morris, Independent Musical Contractor

3886 Dixie Canyon Ave

Sherman Oaks, CA 91423

(818) 788-1043 lesmo24@aol.com