

# Alesia White

## **Accounting Specialist**

Los Angeles, CA 90047

[alesiawhittr9\\_ixc@indeedemail.com](mailto:alesiawhittr9_ixc@indeedemail.com)

(323) 219-1544

Accounting Specialist with over 20 years of experience with a passion to meet deadlines. I'm a team player that enjoys sharing my knowledge and helping others. I'm a fast learner and eager to learn new skills. I'm seeking a challenging career within a stable organization that will allow me to utilize my full potential and enhance my skills.

#readytowork

Willing to relocate: Anywhere

## Work Experience

---

### **Cash Operations Specialist**

Sheppard Mullin Richter & Hampton LLP - Los Angeles, CA

November 2019 to March 2020

Post clients payments by recording cash, check, credit cards, and bank wire. Post revenues by verifying and entering transactions from lock box and local deposits. Verified and validity any account discrepancies. Entered adjusting entries approved and requested by partners and billing department. Resolve payment deduction by examining clients payment plans, payment history and discounts. Prepare daily cash reports. Assist in month end closing.

### **Accounts Payable Clerk**

Manatt Phelps & Phillips, LL - Los Angeles, CA

2008 to 2019

Responsibilities included processing approximately 500-600 vendor invoices weekly. Responsible for all Legal Library invoices for nine Manatt offices across the United States. Coded and processed all air travel and transportation expenses us in ing banking credit card systems. Coded and processed all courier invoices. Processed Trademark and Transcript invoices. Provided needed backup for billing department for expenses billed to clients. Review and reconcile vendor statements. Code and processed all overhead invoices for several Manatt offices. Receiving and processing invoices via email. Scanning all documents to provide a paperless environment. Research, code and process all refund and credits. Assist with yearly 1099 preparation. Provided assistance to accounts payable supervisor and accounts payable lead as requested.

Software Programs Used: Aderant Legal Software, Chrome River, Microsoft Word, Excel

### **Accounts Payable Supervisor**

Warren Distribution - Santa Ana, CA

2006 to 2008

Supervisor accounts payable department. Provided support for A department of four employees. Code and processed invoices for a large auto parts distribution center. Matching invoices with purchase orders for accuracy. Processed payroll using ADP payroll processing system. Responsible for all company fleet insurance and registration. Processed and reconcile returns and rebates. Reconcile vendor statements and discrepancies.

### **Accounting Specialist**

MACSTEEL USA - Fontana, CA

2001 to 2006

Responsibilities included processing approximately 300-500 vendor invoices weekly. Processed the complete accounting cycle for payment of steel and freight invoices for several division throughout the United State. Reconcile vessel, vendor, and customer accounts. Organized and maintained confidential accounting records and documents, Worked closely with the purchasing department to assure price and quantity accuracy. Research disputed accounts receivables. Assist control with training and cross training new accounts receivable and accounts payable staff.

## Education

---

### **Associate in Accounting**

West Los Angeles College - Culver City, CA

1981 to 1984

## Skills

---

- Payroll
- Data entry
- Excel
- Microsoft office
- Account reconciliation
- Adp payroll system
- Accounts Payable
- Accounts Receivable
- AP
- Invoice
- Concur
- Peoplesoft
- Quickbooks

- Accounting
- Office Management
- Bank Reconciliation
- General Ledger Accounting
- Journal Entries
- Forecasting
- Sage
- Auditing
- Tax Experience

## Additional Information

---

### Skills

Microsoft Excel Microsoft Office 10 Key

Data Entry Account Reconciliation ADP Payroll System