Carolyn Johnson

Accounts Payable Specialist - GL and Cost centers
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Work Experience

Accounts Payable Specialist
Webasto Charging System - Duarte, CA
October 2018 to Present

Process invoices in Oracle and SAP, Three way match, coding with assigned GL and Cost centers, posting payments, research vendor non payment issues. Assist in SAP implementation, process service invoices, two way match, month end close, accrues, process employee expense accounts, submit invoice for payment approval. Process ACH, and Wire payments, journal entries reclassification, weekly check run, reconcile vendor statements, 1099 vendor set up.

Accounts Payable Specialist
Griflos Inc Los Angeles CA - Los Angeles, CA
January 2018 to July 2018

Audit invoices for payment, Three way matching, posting payments, expensing GL account and Cost centers, Account research, vendor non payment issues, processing 80 to 100 invoices a day in SAP. Accounts Payable/IT Procurement Support

Accounts Payable Specialist
Jacobs Engineering - Los Angeles, CA
March 2017 to January 2018

Process labor invoices in Liquid Office, audit and ensure correct project codes and cost centers are used. Matching invoices to material receiver and purchase orders, creating invoice batch, and encoding all invoices. Analysis subcontractor hourly rate and cost, research all discrepancies. Allocating to correct cost centers. Enter into Liquid Office and Oracle. Performed Audit to ensure VMS time keeping is accurate, and has necessary approvals. Processed Logistic invoices and routed to managers for approval, handle vendor telephone inquiries, reconcile monthly. Software used Liquid Office, VMS timekeeping system, Oracle, Microsoft Office and Excel. Supply Management, prepare and monitor weekly reports, support administration function.

Accounts Payable Clerk
SOUTHERN CALIFORNIA GAS COMPANY - Los Angeles, CA
September 2016 to March 2017

Responsibilities Post payments in Sap verify invoice information for accuracy, submit payments to department head for approval, heavy data entry, three way matching in Sap, month end closing, daily check runs processing about two hundred invoices a day. Assist vendors with payment issues. Software used SAP, and People soft, Microsoft Office, Excel, and Mas 90, Sap, read soft

Accounts Payable Clerk

Arden Realty/General Electric - Los Angeles, CA
October 2012 to September 2016

Process Invoices for payment, Run Compliance reports for purchase orders and rejected invoices, handle vender calls, process W9's for vendor set up, research payment disputes, prepare and mail out checks, insure that all checks have proper signatures and are in company compliance. Analyze reports for discrepancies, and make the necessary a correction, Process agent commission, handle vendor telephone inquiries.

Accounts Payable Clerk

99 Cent Only Stores Corporate Office - Commerce, CA
April 2011 to August 2012

Three way matching, and batching coding with GL account, resolving vender disputes, process 100 invoices a day. Also processing daily wires and ACH payments Verification of all signatures and purchase order is in compliance with invoice and company policy. Preparing and mailing out checks, handling special check request. Reason for Leaving: Temporary Assignment. Software used Sap, Lawson, Microsoft Office, Excel, and Word.

Education

High school or equivalent in General

Central high - Omaha, NE
September 1981 to June 1984

Skills

- Invoice
- Peoplesoft
- Accounts Payable
- AP
- Concur
- Accounts Receivable
- Quickbooks
- Sage