

FRANCISCA LIN

La Habra, CA

(818) 398-6176

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SUMMARY:

Experienced in General Accounting skilled in effectively handling multiple priorities in fast-paced environments and under aggressive timelines. People oriented, who is highly effective at verbal and written communication and establishes rapport and credibility across all organizational levels.

PROFESIONAL EXPERIENCE:

TaoKaeNoi USA Inc dba Nora Snacks. Santa Fe Springs, CA

Management Accountant

02/19 – July 2019

- Assists and leads monthly physical inventory count and periodic audit and reconcile variance month end close.
- Create sales order, check inventory and issue invoice to customer.
- Create purchase order and create bill to headquarters.
- Review P&L with the team, prepare and maintain monthly plan cost analysis report.
- Retrieves and consolidates data and information as needed for projects / analysis.
- Manages progress of ongoing internal projects and tracks and monitors actual cost vs plan.
- Analysis accounts and performs variance: year-end sales and other cost and profitability.

American Trading International, Inc. Los Angeles, CA

Credit and Accounts Coordinator / Accounts Payable Specialist

09/16 - 01/19

- Maintain daily or process vendor invoices.
- Manage all payment and expenditures.
- Supplier -- Reconcile invoice with corresponding Inbound delivery and release - Shipping -- Enter invoices verified and submitted by logistics; Monitor invoices received via email/USPS to assure all invoices are being submitted for payment. Labels - Enter invoices verified and submitted by labels; Monitor invoices received via email/USPS to assure all invoices are being submitted for payment.
- Processing Payments to Vendors checks: Monitor term discounts and due dates to advise management when to do a check run, prepare checks for signature, Mail out checks.

- Credit cards: Monitor credit cards to assure there is sufficient available credit to process payments due and advise management when there isn't so they may have paid down open balances.
- Contact vendor to process credit card payment, apply any credits on account when processing payment make sure to pay within the term discount dates.
- Vendor point of contact: Follow up with all vendor AP inquiries, Review vendor statement of accounts and follow up accordingly.
- Employee reimbursement: Assure all reimbursement forms are approved by corresponding manager and process for payment / Handling expense reports.
- Accounts Payable Saving Program: Results: save company money closed to 100k.
- Negotiate Payment term with supplier: results payment term extended / net discounts.
- Manage credit and deductions on accounts.
- Ability to take on duties outside daily scope.

Global Paper Solutions, Anaheim, CA

Account Receivable Specialist and Credit/Admin Specialist

04/14 – 08/16

- Set up; includes researching, reviewing and processing of new customer credit applications. Establishment of credit limits and set up of the customer's profile in accounting system.
- Primary point of contact for all customer credit reference inquiries/request.
- Primary contact for all issues related to freight claims and back up support for warehouse claims.
- Generate and distribute all A/R aging reports on daily and weekly basics. Administrative assistant to the owners and upper management on special projects, as assigned.
- Prepare daily bank Primary collections representative for all customer accounts, ensuring rapid collections on all outstanding balances.
- Primary point of contact for all customer inquiries related to billing, invoicing, researching and resolving discrepancies in a timely manner.
- Process all customer checks and credit card payments.
- Contact customer regarding claim and process credit memo if necessary.
- Utilizes computerized accounting software program (SAP, Excel, Word) to perform duties and responsibilities.
- Prepares documents such as: sales order, delivery and bill of lading before invoice. Calculates quantities using specific formulas before invoicing. Sends invoices to customers via email and file electronically for record keeping.
- Prepares credit memos, if necessary, for customer and/or credit department.
- Prepare daily bank deposits and prepare bank reconciliation.
- Organizes and maintains retention files for required period of time.

- Advanced knowledge of complex function in Excel, able to maneuver through Pivots, V-lookup and can manipulate large data set

Cinergi Service, Inc. Santa Monica, CA

05/07 – 03/14

Accountant/Finance Specialist/Assistant Controller

- Reviewed AP invoices to ensure proper general ledger coding.
- Oversaw monthly, quarterly and year-end financial closing.
- Completed monthly account reconciliation including variances investigation for A/P, A/R, prepaid accruals and liabilities.
- Prepared journal entries as needed for credit card and other adjustments.
- Researched and resolved AP/AR discrepancies.
- Reconciled intercompany transactions, overseas and national.
- Prepared general ledger account reconciliations.
- Assisted in process ledger account reconciliations.
- Trained, supervised, motivated and developed staff members.
- Issued 1099 for contractor and prepare 1098 for IRS.

EDUCATION

Santa Monica College, CA

2005

Associate degree (AA) in Liberal Arts and Business Administration

California State University, Northridge

2007

Bachelor of Science (BS), Finance

SKILLS

- Proficient with Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Proficient SAP, SAP Business One, NetSuite, Platinum, and QuickBooks.
- Highly organized professional with strong analytical skills.
- Records organization and management.
- Staff training and development.