

# Fernando Melendez

## **Accounts Payable Specialist**

New York, NY 10031

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(858) 444-7854

Meticulous accounting professional with extensive experience analyzing information and identifying areas of improvement. Dedicated to improving profitability, reducing accounting errors and streamlining accounting processes. Expert in processing Payments promptly to minimize outstanding debt and avoid excess charges.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable**

Invest Hospitality - New York, NY

October 2019 to March 2020

Collected daily incoming invoices for input to Quickbooks system for three (3) Michelin- starred restaurants under a venue management company. Responsible for the accuracy of pertinent information to reduce errors in processing and ability to expedite payments.

- Processed invoices, averaging 50-75 daily, utilizing MarketMan Inventory System for food purchases and BinWise for alcohol purchases. Manually managed the intake and processing of Operations invoices for all three (3) venues.
- Produced, managed, and implemented AP Aging for each venue. Made recommendations on payment selections based on needs and budgetary constraints. Issued payments via paper check, ACHs, and online payment portals as available, followed by making proper remittance notifications to individual vendors.
- Reconciled 70% of vendors for all three (3) venues due to lack of correct processing in previous year where invoices were not properly booked, processed, or paid on time. Result: Increased visibility of actual liabilities to assist management better understand cash position of each venue.

### **Accounts Payable Manager**

Oliver Agency, Inc - New York, NY

March 2019 to September 2019

Collected daily incoming invoices for input to Quickbooks system. Responsible for the accuracy of pertinent information to reduce errors in processing and ability to expedite payments. Identified incoming vendor bills, processed bills for timely payment, managed and reconciled corporate issued credit cards. Implemented new vendor set up process and process for submission of vendor bills from remote company entities to centralized location.

Implemented electronic filing system for entire AP/AR department.

### **Accounts Payable Clerk**

Schnitzer Steel Industries Inc - Portland, OR

October 2017 to January 2019

Collected daily incoming invoices, averaging 750-1000 daily, as part of 2-3 clerk team that formatted both hard copy and email/.pdf format documents into scanned .pdf files for input to Oracle systems. Responsible for the accuracy of pertinent information to reduce errors in processing and ability to expedite payments.

- Processed invoices, averaging 100-150 daily, when called upon to assist Processing Team, into Oracle ERP system.
- Reviewed printed checks twice weekly, 250-500 per set, for accuracy in remit to address, corresponding invoice numbers & check request numbers, and amounts prior to processing for mail run.

### **Accounts Payable Clerk**

Emerald Kalama Chemical LLC - Vancouver, WA

September 2017 to October 2017

Short Term Assignment via Robert Half International / Accountemps Staffing Agency)

- Processed incoming invoices into ERP (Oracle) system for Chemical Manufacturing Company.

### **Accounts Payable Clerk**

Legacy Vet - Vancouver, WA

July 2017 to September 2017

Short Term Assignment via Robert Half International / Accountemps Staffing Agency)

- Assisted in Accounts Payable processing and transition of accounts from small veterinary hospitals to Accounting system within larger veterinary hospital system using Sage50 ERP.
- Project involved 10-15 entities with an average of 20-25 vendors & utilities with 6-12 month aging.

### **Accounts Payable Clerk**

KinderCare Education LLC - Portland, OR

May 2017 to July 2017

Short Term Assignment via Robert Half International / Accountemps Staffing Agency)

- Assisted with Accounts Payable processes for Corporate Card Team that serviced 150-200 centers nationwide. Answered phone calls from centers to assist with available credit to corporate cards, PIN reset/generation, and approval process for limit increases & large single purchases.

### **Bookkeeper**

Fortunate Fields Inc - San Diego, CA

August 2016 to May 2017

Managed and updated financial accounts and permanent records for more than 10-15 current clients. Recorded deposits into Quickbooks, reconciled monthly bank accounts and tracked all expenses. Developed monthly, quarterly and annual profit and loss statements and balance sheets. Maintained account accuracy by reviewing and reconciling checks on a monthly basis.

- Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, monthly balance records, vendor payments and profit and loss statements for 10-15 clients.
- Migrated financial information for income tax preparation, including quarterly estimated tax payments, for 10-15 clients.
- Ensured accurate recordkeeping processes, effectively reducing financial inconsistencies.

## Education

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### **Associate of Science in Accounting**

San Diego Mesa College - San Diego, CA

2019

### **Associate of Science in Restaurant Management**

San Diego Mesa College - San Diego, CA

2004

## Skills

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- Accounts payable / accounts receivable
- Taxes
- Data entry