

Sophon Min

Staff Accountant - Totex Manufacturing

Carson, CA

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(562)453-5158

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

Work Experience

Staff Accountant

Totex Manufacturing

December 2017 to Present

- Process Accounts Payable 200 invoices weekly totaling 500,000 a month
- Process Accounts Receivable- track and record deposits
- Reconcile statements with vendors and credit cards
- Projection A/R, Collections, and cash receipts
- Receive, adjust, reconcile materials goods
- Prepare monthly inventory report
- Monitor and analyses accounting data to assist in preparing financial reports
- Record daily cash and credit card transactions
- Prepare bank reconciliations and other cash management duties
- Prepare wire transfers, ACH and Checks

Junior Accountant/Billing

Homeless Health Care Los Angeles

January 2017 to November 2017

- Maintains financial and accounting functions including general ledger, accounts payable/receivable, bank reconciliations
- Performs GL adjustments, reconciliations and analysis
- Maintains banking transactions including bank deposits, processing of credit card transactions, reconciles bank transactions
- Monitors status of loans and accounts to ensure that payments are up to date
- Prepare contract billings monthly with required P&L and GL ledgers
- Maintains CYMA accounting system, including routine journal entries and account analysis
- Other duties as assigned

Accounts Receivable Clerk

Life Steps Foundation, Inc

October 2014 to June 2016

- Prepare bank reconciliation
- Researches cash receipts, coding and posting of receipts
- Prepare daily bank deposit
- Accounts receivable write-offs and payment reversals
- Researches and applies unallocated cash

- Provides monthly revenue and management reports
- Billing for Regional Centers, private pays, etc.

Intern

Carson City Hall - Carson, CA

March 2013 to March 2014

Internship accounting department

- Accounts payable data entry
- Journal entry prepare
- City utilities Excel spreadsheet entry/balance
- Review invoices and make refund

Finance department

- Updated revenue, expenditures table, charts and summaries by department for budget booklet
- Input data into Integrated Financial & Accounting System (IFAS)
- Managed accurate monthly revenue report by funds
- Check accuracy of City Hall funds by department

Education

Bachelor of Business Administration in Accounting

California State University of Dominguez Hills - Carson, CA

2011 to 2013

Skills

- ACCOUNTING (4 years)
- EXCEL (1 year)
- FINANCIAL ACCOUNTING (Less than 1 year)
- GREAT PLAINS (4 years)
- MS WORD (Less than 1 year)

Additional Information

SKILLS & INTERESTS

Skills: Great Plains, Quickbooks, CYMA, Excel, MS Word, 10 Key, PowerPoint, Integrated Financial Accounting System (IFAS), Smarterm, Language- Cambodian (speak)