

Sahba Moridi

Accounts Payable Specialist

West Hills, CA

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8185856080

Dedicated, result-oriented accounts payable professional with over 15 years of experience in Property management, Manufacturing & Retail industry. Hands-on leadership style with high-volume invoice processing experience, offering expertise in researching, tracking, and resolving discrepancies.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Marcus & Millichap Inc/ Contract - Calabasas, CA

August 2018 to August 2019

Review all invoices & make any corrections with G/L account & cost center and updating in the SAP system

- Prepares batch check runs for commission and vendor payments Via ACH & checks.
- Process Garnishment and Loan interest Invoices.
- AP Journal entries.
- Audits and processes Expense reports & Petty cash.
- Set Up all agents, vendors, employees in the system. cut any emergency checks.
- Deposits check via remote deposit & scanned documents and maintained files and documentation thoroughly and accurately in accordance with company policy.
- Reconcile vendor statements, research and correct any discrepancies. Oversees 1099 maintenance, Response to all vendor inquiries.
- Assist with month-end closing.

Accounts Payable Specialist

VS Media Inc - Westlake Village, CA

January 2015 to July 2018

Responsible for coding invoices with G/L account numbers and updating in the sage 100 accounting systems.

- prepared for a weekly check run
- Paid vendor invoices Via wires/Ach /paxum/ payoneer.
- Approve positive pay on bank website.
- Cut the 1st of month checks, Distributions checks, and employee phone expenses.
- Reconcile vendor statements and outstanding invoices.
- Scanned documents and maintained files and documentation thoroughly and accurately in accordance with company policy.
- Assist with month end closing, File invoices

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The Cheesecake Factory Bakery Incorporated/ Contract - Calabasas, CA
June 2014 to December 2014

Responsible for coding invoices with G/L account numbers, purchase orders and updating in the Ross accounting systems

- prepared for weekly check run.
- Prepare an accurate coded period end accrual for all outstanding accounts payable invoices and activity as appropriate.
- Support staff in answering questions, audit and process payment, accrual storage & freight Invoices based on the shipping calendar & approved by supervisor.
- Audit and review incoming receipts, new vendor setup paperwork, and invoices to ensure accurate entries/approvals/ coding.
- Perform month end closing and accruals when needed.
- Process invoices for payment according to set deadlines.
- Manage vendor communication and resolve discrepancies in a timely manner.
- Reconcile vendor statements and outstanding invoices.
- File invoices.

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ARYZTA, La Brea Bakery - Van Nuys, CA
December 2011 to April 2014

Responsible for coding invoices with G/L account numbers, purchase orders, job cost invoices, And updating the SAP accounting systems.

- Compiled and summarized key financial data and records for reporting and tracking purposes.
 - Researched accounts discrepancies ensuring proper processing of account reconciliations.
 - Responsible for handling active accounts on computer spreadsheets and databases using specialized accounting software.
 - Run A/P aging report and prepared weekly check run & submit for signatures.
- Validated all printed checks (approximately 300per week)
- Contacted vendors for W-9 & set up vendors in the system Processed expenses report, petty cash verify, and reconcile vendor statement
 - Performed weekly & daily sales report.

Accounts Payable Administrator

Younan Properties, Inc - Woodland Hills, CA
October 2009 to September 2011

Entered data into Yardi 6.0 Systems. Responsible for coding invoices with G/L account numbers.

- Purchase orders, Job cost Invoices & updating the Accounting Systems.
 - Researched accounts discrepancies ensuring proper processing of account reconciliations.
 - Managed all requesting invoices/ credits for the organization. Collaborated with the Office of the Controller for the final approval of the check edit list.
 - Performed consistent monitoring of check edit list to determine addition/deletion for each check run.
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- Validated all printed checks (approximately 400 per week).

Accounts Payable Coordinator

Adler Realty Investment, Inc - Woodland Hills, CA
January 2007 to March 2009

Entered data into Yardi 6.0 system. Prepared weekly check run & submitted for signatures.

- Performed timely account reconciliation by verifying entries and comparing to balances.
- Researched, analyzed, and made recommendations related to invoice/reimbursement issues.
- Communicated with internal/ external customers to resolve invoice/reimbursement discrepancies.
- Paid utilities Invoices online.
- Controlled petty cash and prepared petty cash summary reports ensuring accuracy of information.
- Collaborated with the Office of the Controller for the final approval of the check edit list. Kept credit cards data up-to-date in QuickBooks.
- Validated all printed checks (approximately 300 per week). Performed consistent monitoring of check edit list to determine addition/deletion for each check run.
- Responsible for check approval and Distributions to ensure all checks are paid on-time and Accurately.
- Organized, scheduled and field all "Paid" and "To-be Paid" invoices and bills consistently.

Accounts Payable Clerk

Stratus Real Estate, Inc - Woodland Hills, CA

February 2003 to January 2007

Responsible for coding invoices with G/L account numbers entered data into Yardi systems.

- Responsible for accuracy and processing Form 1099's at year-end.
- Reviewed and reconciled employee expense reports Analyzed incoming memos, submissions, and reports to determine their significance and Scheduled their distribution.
- Performed Credit & Background check for Employers.

Education

Associate in Business Administration

LaSalle College - Montréal, QC

August 1991 to September 1993

Skills

- SAP System, SAP Concur, Sage 100, Ross System, Yardi Voyager 6.0, Yardi 7.0 & Payscan, Micros, eDejaview, Squirrel System, QuickBooks, MS Excel, Word, Outlook.
- Account Reconciliation
- Journal Entries
- Accounts Payable

Certifications and Licenses

Driver's License