

Adilene Flores

Accounting

Los Angeles, CA 90044

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To obtain a position with a prestigious company where I will be able to maximize my skills,
And abilities to be best utilized.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Paige Denim - Culver City, CA

November 2019 to Present

- Accurately process vendor invoices daily in a timely manner, including but not limited to manual data entry and managing automated upload
- Organized, sorted and coded invoices with proper G/L account for all vendors. Confirmed approvals for payment are obtained
- Create A/P batches, including appropriate back up. Maintain orderly filing of AP records and vendor files
- Performed A/P aging
- Audit daily AP batches and uploads for completeness and accuracy as assigned
- Process employee expense reports and mileage. Ensure all receipts and backups are attached
- Processed weekly check run and overnight payment requests, stuff checks for mail delivery
- Respond and resolve vendor and employee concerns/questions via email and phone in a professional and responsive manner
- Worked tight within Accounts Payable group harmoniously to achieve department goals
- Assist with providing supporting documentation for annual audits
- Participated in projects, meetings, and/or training, as well as complete other assignments as needed by management.

Accounts Payable Specialist (Contract)

Red Bull

April 2019 to November 2019

- Process all incoming invoices, credit memos, check and rush requests
- Routed invoices for proper approval
- Review all check requests for appropriate authorization, G/L codes, cost centers and internal orders. Review original and sufficient supporting documents such as; Contracts, receipts, W9 and payment information
- Assist in the process of securing and managing artist bookings and any rush payments
- Serve as first point of contact for vendor portal system. Assist Vendors with any questions regarding but not limited to; Payments, discrepancies, invoice status and vendor portal issues

- Stop check payments and reverse check entries in the system
- Assisted with Month end closing
- Developed and maintained a filing system for department

Accounting Specialist - Accounts Payable

Grifols - Los Angeles, CA

June 2018 to April 2019

- Provided accounting day to day administrative support
- Performed ICC Validation
- Managed workplace by efficiently processing high volume invoices
- Electronically match purchase orders with PO invoice and goods receipt for specific companies
- Performed 2 way and 3 way matching
- Multitask with validation, processing invoices and scanning
- Maintained all accounts payable files and records
- Contacted vendors via phone or email

Accounting clerk

GSW - Van Nuys, CA

June 2017 to June 2018

- Evaluated all orders and ensure accuracy of all forms and inform management of all
- Incomplete orders. Payed vendors by monitoring discount opportunities
- Verified ABC license and resale certificates
- Prepared checks, resolved purchase orders, and Invoice discrepancies
- Posted customer payments by recording checks, and credit card transactions
- Prepared customer statements, bills and invoices
- Compiled and sort documents, Maintained filing system for company
- Maintained records by filing documents.
- Set up all new customers and managed all existing ones.
- Prepared all required paperwork. Managed inventory and identified correct product
- Created A/R and A/P reports to make sure all accounts were current. Prepared and post invoices, credit and debit memos.
- Assisted HR with payroll, maintained employee files and records in electronic and paper form
- Conducted employee on boarding and help organize training and development initiatives

Account Specialist

7 for All Mankind - Vernon, CA

March 2016 to June 2017

- Prepared work to be processed by gathering, sorting, organizing, recording data information, and documents.
- Reconciled All Credit card transactions including accounts that were ready for payment
- such as term and or COD accounts.
- Maintained spreadsheets for reconciliations.
- Entered all A/P invoices onto QuickBooks.
- Assisted HR with all employee payroll, employee orientation, development and training
- Entered all expense reports and reimbursements
- Reviewed A/P aging report to ensure all accounts from multiple entities were paid
- Processed all credit card payments, recorded all transactions,
- Three way matching, batching, coding and issued credits

- Communicated with customers and sales representatives via email and phone to get all necessary
- Paperwork including; credit cards, W9, resale certificates and references
- Setup all new accounts and maintained existing customer profiles

Accounts Payable Clerk

NYX Los Angeles - El Segundo, CA

April 2015 to March 2016

- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data.
- Review AR aging report to ensure all accounts were paid.
- Resolved credit balances using system documentation to support refunds and credits.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Reconcile major accounts. Monitored and downloaded lock-box payments
- Communicate with customers via phone, fax and email. Answer all complaints and concerns.
- Maintain a log for all incoming checks. Issued credits
- Set up all new customer accounts and maintained existing ones
- Maintained all filing system for Accounting department

Buyer's Assistant

99 Cents Only Store - Commerce, CA

January 2012 to April 2015

Responsible for purchasing all household cleaning, food storage and health and beauty products.

Merchandising in Outlet,

Ensure adequate supply of products were maintain in stock required by the company. Created

Purchase orders for buyer. Processed all orders for supplies and tracked all shipments. Communicate

With international vendors and other external resources. Provided exceptional customer service to all

Vendors answered questions and concerns via phone and email.

Education

High school or equivalent in General Education

Parkridge Private School

September 2002 to June 2006

Skills

- Microsoft office (7 years)
- Microsoft excel (10+ years)
- Oracle (4 years)
- Adobe (3 years)
- microsoft word (10+ years)
- Full Circle (Less than 1 year)

- SAP (4 years)
- As400 (4 years)
- Accuterm (1 year)
- adobe editor (1 year)
- Lotus Notes (3 years)
- Quickbooks (3 years)
- Word (10+ years)
- Mac OS X
- Accounts Payable
- Accounts Receivable
- Reconciliation
- AP
- Invoice
- NetSuite (3 years)
- Collections (1 year)
- Contracts (Less than 1 year)
- Shopify (1 year)
- Vendor Management (5 years)
- Contract Management (Less than 1 year)
- Concur
- Microsoft Dynamics GP (Less than 1 year)

Assessments

Accounting Skills: Bookkeeping — Familiar

April 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/6d092f4759858460eb0480497fdd4c22eed53dc074545cb7

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