

BERYL OWINO- CLARK

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PROFILE: ACCOUNTANT

Detail oriented and diligent to maintain accurate, thorough records.

I excelled academically to attain a BSBA in Accounting. I am seeking to leverage business acumen, and keen accounting/bookkeeping skills to make an immediate contribution at a growth-oriented company. Team player who is analytical minded, enjoys challenges, and has an intuitive nature.

Significant Skills and Abilities Include:

- Keen knowledge and understanding of general ledger maintenance, accounts payable/receivable, account and bank reconciliations, budgeting, forecasting, and regulatory compliance with superb statistical and mathematical strength.
- Engaging communicator who works well with leadership and cross-functional staff to achieve all business and accounting goals; often entrusted with confidential and sensitive material. Fluent in English and Swahili.
- At ease handling a large volume of data, documentation, and paperwork; create/generate customized management reports as needed and strong 10-key skills.
- Technically skilled in MS Office Suite (Word, Excel, Access and PowerPoint), QuickBooks, Oracle, People Soft, Great Plains and Yardi Voyager.
- High degree of integrity and an established reputation for quality, accuracy, and results.

CORE COMPETENCIES

Bookkeeping & Accounting – Recording & Reporting – Business Support – Database Administration
Program & Project Management – Customer Service – Client & Vendor Relations
Communications & Instructions – Follow-Up & Problem Solving – Time & Resource Management

EDUCATION

Bachelor of Science in Business Administration; Major: Accounting, California State University, Los Angeles, CA
GPA 3.158

Major Coursework: Principles of Financial Accounting & Managerial Accounting, Accounting Information for Decision Making, Intermediate Financial Reporting I & II, Taxation of Individuals, Cost Accounting, Leadership and Professional Skills for Accountants, Accounting Information Systems, Case Studies in Accounting, and International Accounting

Associate of Arts, Business Administration, Santa Ana College, Santa Ana, CA

PROFESSIONAL EXPERIENCE

Digital Realty Inc-Senior Accounts Receivable Accountant (01/2017-current)

Real Estate Investment Trust

- Performs daily analysis application of tenant cash receipt and adjustments
- Processes tenant charges into Yardi Voyager accounting system.
- Reviews and processes monthly Commercial billing.
- Maintains paperless file management on Sharepoint.

- Resolves and investigates unapplied cash receipts of over ninety days and property management issues.
- Journals and reconciles end-of-month entries to prior month post-close receipts.
- Provides high level of internal and external customer service.
- Performs other general office duties as required.

Robert Half International – Contract (Wed Bush Securities) – Accounts Payable Coordinator (8/2016-12/2016)

Financial Services & Investment firm

- Coded and entered at least 150 invoices weekly using Microsoft Great Plains accounting software.
- Support and assist with month-end and year-end closing activities, as well as reconcile A/P accrual accounts to the GL and made necessary journal entries.
- Ensured input and timely payment of all vendor invoices, as well as fulfilled check requests.
- Processed employee travel advance requests, paper and wire expense reports, and ensured timely reimbursements.
- Created a vendor tracking report, that was integrated into Great Plains accounting software, increasing efficiency of A/P workflow system 50%
- Researched and resolved any accounts payable discrepancies with vendors.

Robert Half International - Contract (City of Glendora) - Account Technician (5/2016-7/2016)

Government Agency

- Examined, analyzed and verified documents to ensure adherence to established internal controls and accepted professional standards.
- Reviewed financial transactions and prepared journal entries and adjustments to the general ledger.
- Assisted in annual budget preparation and month-and year-end closing.
- Balanced and reconciled subsidiary accounts and prepared related journal entries.
- Performed expenditure and revenue audit trails to resolve discrepancies in accounts receivable and bad debt expense accounts.

Sam's Children of Hope Foundation, LLC – Junior Accountant (8/2013-3/2016)

Non-Profit Agency

- Responsible for all Accounts payable and Receivable processes utilizing QuickBooks.
- Set up and process of 1099 vendors and yearly reporting to Internal Revenue Service.
- Support and assist with month-end and year-end closing activities, as well as reconcile A/P accrual accounts to the GL and made necessary journal entries.
- Ensured input and timely payment of all vendor invoices, as well as fulfilled check requests.
- Processed employee paper and wire expense reports and ensured timely reimbursements.
- Researched and resolved any accounts payable discrepancies with vendors.
- Support and assist with month-end and year-end closing activities as well as assist with yearly budget preparation.
- Prepared/posted journal entries to record transactions and adjust general ledger accounts with 100% accuracy.
- Generate accounts receivable invoices and follow up with accounts until payments are made, as well as maintain accounts receivables aging report.
- Reconciled, accounts receivables and accounts payables general ledger to ensure that all payments are accounted for and properly posted.

