

# Laureen Danielle Williams

Sherman Oaks, CA 91403

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(408) 718-3983

Well organized, with excellent communication and research skills Able to quickly and efficiently learn any new computer program

Familiar with ECHO Clinicians Desktop/Revenue Manager and Netsmart Avatar Healthcare Software

Proficient with QuickBooks (several versions including Online), FreshBooks, Quicken, and FundWare accounting software.

Extensive Construction knowledge including Lean Holds, Subcontractor Contract Creation, Plan and City approvals

Paychex, Wells Fargo Payroll, Intuit Payroll Concur Expense report by SAP as well as other SAP software. Construction Research including city ordinance clarification/modification and price negotiation

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Independent Contractor**

Accounting and Payroll Work

November 2018 to Present

as a 1099 Contractor

Utilizing my extensive knowledge in Accounting, Payroll and Office Administration to help businesses that do not need a full-time person for their business needs. Specialty is cleanup and creating a more efficient workflow process.

### **Finance Assistant**

Robert Half

August 2018 to November 2018

for The Oaks School AP/AR, Office/Teacher Supplies Ordering, Maintain Spreadsheets for outside tuition charges, Check Runs, Account analysis, and assist with front office duties as needed.

### **Accounts Payable Staff**

Robert Half

June 2018 to July 2018

Assisting in AP on SAP 100. 3way matching, Invoice entry, Assist with check run, Research vendor accounts, Online and physical data saving for SOX compliance, assist with audit and other accounting manager requests.

### **Finance Assistant**

Robert Half

March 2017 to May 2018

Sansum Inc Assisting in AP, AR, month end, payroll, Journal entries, compiling data to produce financial statements and approval of Concur reimbursements. Assist outside auditors and other financial projects as needed.

Accounting Assistant for Presbytery of Santa Barbara

4 months between 2016 & 2017 Assisting in AP, AR, Month end, auditing of previous work done in Quickbooks due to removal of employee. Opening new accounts to facilitate new entities under the Presbytery and creating a new more easily usable filing system.

Accounting Assistant for Hyatt Santa Barbara

6 months in 2016 Assisting in AP and AR as well as month end and auditing of problem accounts during transition of new accounting staff and vacations.

Accounting Manager for SYV People Helping People (nonprofit)

1 ½ months in 2016. Both AP and AR as well as General accounting. Invoicing customer contracts, grants, month end close, quarter end close, assist with ADP payroll, check run, audit and adjust Quickbooks JE as needed.

Accounts Payable Clerk for Inogen

1 month in 2015 and 2 months in 2016. 3 way matching, Invoice entry into Oracle, Assist with check run, Vendor account audits, assist with year end audit and other accounting manager requests.

### **Temporary Accounting/Administrative Contractor**

Volt Workforce Solutions

February 2015 to January 2016

Assignment was with Zodiac Aerospace / C&D Zodiac Division. Invoicing and Contract Purchase order entry as well as other ad hoc assistance where/when needed.

Auditing Customer orders for accuracy. Some A/P Auditing of Customer Accounts and collections.

### **Customer Service Booth/Bookkeeping**

Safeway/Vons

October 2014 to December 2014

### **Accounting Intern**

Downtown Streets Team (Non-Profit)

April 2014 to December 2014

### **Real Estate Assistant On Call**

1099

March 2009 to April 2014

Contractor/Owner

### **Accounts Payable Associate**

Randstad Finance & Accounting

March 2013 to July 2013

for Prothena Corporation (Biosciences)

Accounting Clerk for PPC Associates

Accounts Payable Clerk for DBI Beverage

### **AP Specialist / Billing & Audit Analyst / Computer Systems In-House Expert**

Children's Health Council  
May 2009 to June 2012  
concurrent)

## Education

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### **Bachelor's in Innovation & Leadership**

American Jewish University - Bel Air, CA  
September 2018 to December 2021

### **A.A. in Business Administration - Entrepreneurship & Management**

Santa Barbara City College - Santa Barbara, CA  
December 2017

### **A.A. in Accounting and Business Administration**

Foothill College - Los Altos, CA  
December 2014

## Skills

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- Journal Entries
- Accounting Software
- General Ledger Accounting
- Freshbooks
- Account Reconciliation
- Accounts Payable
- Account Analysis
- Bank Reconciliation
- Office Management
- QuickBooks
- Sage

## Assessments

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### **Attention to Detail — Expert**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/e53adc22a76387294fec98ae37eab261eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Highly Proficient**

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/292ec0bb648f3c709a4ded383af6ed0aeed53dc074545cb7>

## **Customer Service Skills — Proficient**

October 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/57097f380adfe51ca8c09832362ccc50eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/57097f380adfe51ca8c09832362ccc50eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.