

# Tia Barnett

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Desire a challenging opportunity in Accounts Payable that permits utilization of my skills and work experience and adds opportunity for growth.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Payable Coordinator**

WALTON ISAACSON - Culver City, CA

December 2015 to November 2019

Open and distribute mail

- Code and process invoices
- Log check request for invoices that need payment on specific dates
- Keep a log of checks that come in for depositing
- Enter AMEX invoice for company employees
- Electronic Check Deposits to Bank
- Read and reply to e-mails throughout the day regarding various matters
- Interact with vendors over phone regarding invoices
- Weekly check runs, mail and distribute checks
- Faxing, Photocopying, Scanning of documents
- Miscellaneous duties as needed

### **Accounts Payable Coordinator**

FAMILY CRISIS CENTER - Los Angeles, CA

September 2008 to April 2015

Code and process invoices

- Process manual checks for several shelters
- Weekly Check run
- Prepare bank deposits two times a week
- Faxing, photocopying, scanning of documents
- Distribute petty cash to employees
- Open and distribute mail
- Keep track of donation forms (outside monies, supplies, food etc)
- Keep track of Subcontractors (invoicing for them)
- Miscellaneous duties as needed

### **FREELANCE**

Various temp agencies - Los Angeles, CA

April 2007 to August 2008

#### Accounts Payable

- Code invoices to proper general ledger accounts
- Review and match purchase orders to invoices
- Input invoices (250-300 weekly)
- Review and input expense reports
- Analyze and resolve disputes with vendors
- Photocopying, filing, spreadsheets on excel, distribute mail
- Interact with all levels of management

#### **Accounts Payable/Administrative**

CEDARS SINAI - Los Angeles, CA

August 2005 to August 2006

Schedule appointments, data entry, customer service

- Answer phones, faxing, photocopying, type letters
- Mail distribution, order supplies, filing
- Interact with all levels of management
- Provide Customer Service
- Process Invoices, (code, match P.O.'s etc.)

#### **Accounts Payable Clerk**

ROGERS & COWAN - Century City, CA

December 1999 to March 2004

Code invoices to proper general ledger accounts

- Review and match purchase orders to invoices
- Input invoices (300-400 weekly)
- Review and input expense reports
- Weekly check runs
- Scan checks for deposits to bank via Desktop Electronic Desk Scanner
- Analyze and resolve disputes with vendors, run a/p aging monthly for controller
- Photocopying, filing, spreadsheets on excel
- Distribute mail
- Light phones and interact with all levels of management
- Prepare Federal Express packages

## Education

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#### **Associates Degree**

WEST LOS ANGELES COLLEGE - Culver City, CA

January 1991 to July 1993

## Skills

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- Maconomy
- Sage MIP
- Platinum
- AS400

- Microsoft Office
- Typing 50 wpm
- Accounts Payable
- Invoice
- AP