

# Roman Denova

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#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Assistant**

Statewide Enterprises - Los Angeles, CA

2016 to Present

- Responsible for reconciliation of over 140 bank accounts & credit cards, while resolving discrepancies.
- Establish a professional relationship with property owners and learn preferences when dealing with each portfolio.
- Set up & manage utility accounts for new properties.
- Track monthly and annual utility usage rate for each building in order to stay on budget.
- Ensured proper coding of all invoices or payables totaling \$400k- \$600k monthly.
- Processing payments and reimbursements from each property.
- Responsible for major monthly & annual property bills; mortgages, insurances, property taxes.
- Enter adjusting journal entries to close out month accurately.
- Prepared monthly financial reporting package for majority third party owners.

### **Bookkeeper**

Two Stars Cutting Service - Los Angeles, CA

2014 to 2016

- Responsible for entering all invoices into company's data system.
- Function as point of contact for the company on a regular basis.
- Prepare all vendor checks for mailing as well as submitting all electronic payments.
- Review payables and receivables to assure that all invoices have been paid or collected.
- Responsible for monthly reconciliations of multiple accounts.

## Education

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### **B.S. in Business Administration**

California State University

December 2016

## Skills

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- Quickbooks

- Excel
- Outlook
- Bilingual
- MS Office
- accounting
- Microsoft Word
- Accounts Payable
- Bookkeeping
- Payroll
- Microsoft Outlook
- Microsoft Office
- Billing

## Assessments

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### **Accounting Skills: Bookkeeping — Expert**

August 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/54360a4add237065b742f61457900a05eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/54360a4add237065b742f61457900a05eed53dc074545cb7)

### **Spreadsheets with Microsoft Excel — Highly Proficient**

September 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f9ffac5c21adf3731c984332a54eafd6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f9ffac5c21adf3731c984332a54eafd6eed53dc074545cb7)

### **Accounting: Basic Principles — Expert**

November 2019

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/ad7dace5e3b70e8078045ea4377d3563eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/ad7dace5e3b70e8078045ea4377d3563eed53dc074545cb7)

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

November 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4d62b74b8df57e88b79b7cbffe7ffeafeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4d62b74b8df57e88b79b7cbffe7ffeafeed53dc074545cb7)

### **Logic & Critical Thinking — Expert**

November 2019

Using logic to solve problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/ae874e17c2e725f6c223af51d6882f1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/ae874e17c2e725f6c223af51d6882f1eed53dc074545cb7)

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

January 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b5f2ae40cd093849e5ebf2e84421770deed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b5f2ae40cd093849e5ebf2e84421770deed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Expert**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/2fabfaa54f514312cc58fcfbe8f9e993eed53dc074545cb7>

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### **Additional Information**

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#### **Skills**

- Confidently proficient with Excel & Outlook.
- Experienced in QuickBooks, Sage 50, Outlook.
- Bilingual (English and Spanish).