

Shawn Spencer

Glendale, CA

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#readytowork

Work Experience

Accounting Analyst

CIM GROUP - Los Angeles, CA

April 2019 to October 2019

- Process invoices that include coding, preparing aging accounts, expense analysis, assist with production accounting, bill payment tracking, audits and budget management
- Coding and entering invoices and reimbursement information into accounting system
- Reviewing vendor invoices, fulfilling check requests, scanning and storing documents, and maintaining vendor and accounting files
- Responding to client and vendor inquiries and requests for information
- Analyzing and creating ad-hoc reporting, data manipulation, budget, and financial reporting

Billing Analyst

Charter - Maryland Heights, MO

October 2017 to October 2018

- Ensure customers are properly billed for services they are subscribed to
- Verify accuracy of billing and reduction of billing disputes
- Reduce/eliminate billing errors and correct errors as required
- Produce and review reports reconciliation exception reports and related reports.
- Address resolution of billing issues and customer exceptions
- Monitor contracts with special billing arrangements/terms of contract and ensure accurate billing
- Conduct root cause analysis on customer exceptions- when necessary recommend system improvements

Accounts Payable Analyst

Clarkson Eyecare - Chesterfield, MO

March 2017 to September 2017

- Track, process & reconcile payments, work with POs, invoices, statements, checks, refund requisitions. Ensure correct approval, sorting, coding and matching of invoices/receipts.
- Manage employee expense reports(Concur)
- Initiates process improvements within the payment processing

Accounts Payable Specialist / Marketing Analyst

Duke Manufacturing - St. Louis, MO

May 2012 to March 2017

- Process expense reports. Implemented and trained employees on online expense reporting (Concur)

- Handling of freight, foreign, warranty, utility and non-PO invoices. Voucher 300-500 invoices weekly.
- Audit and process company credit card bills and purchasing cards.
- 1099 maintenance and reporting.
- Assisted with wire and ACH payments
- Reconcile vendor statements, research and correct discrepancies.
- Review all invoices for appropriate documentation and approval prior to payment
- Additional duties as Marketing Analyst:
 - o Analyze data and deliver complex reports on request
 - o Create reports to assist with monthly journal entries and reconciliations
 - o Analyze subsequent variances and identify trends to assist with accounting errors.

Accounts Payable Specialist

American Medical Response

May 2009 to January 2012

- Assist with employee expense reports.
- Process 3 way matching invoices.
- Vendor maintenance and setup
- Vouchered 1,400-1,800 invoices per month
- Check runs, wires and ach payments.

Education

Bachelors of Science in Business Administration

Lindenwood University Saint Charles - Saint Charles, MO

May 2017

Skills

- Accounts Receivable
- Accounts Payable
- AP
- Invoice
- Concur
- Quickbooks
- Sage
- Yardi
- Peoplesoft
- Abacus (Less than 1 year)
- Expense Reports (5 years)
- Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook
- Microsoft Excel
- Microsoft SQL Server
- Microsoft Access

- ACH
- General Ledger Accounting
- Journal Entries
- Microsoft Dynamics GP