

Ermelinda De Leon

Accounts Payable Specialist

La Mirada, CA 90637

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Work Experience

Accounts Payable Specialist

Temporary Assignments - Irvine, CA

2018 to 2020

- Maintained and processed high volume of invoices, freight bills, and check requests
- Ensured proper coding of invoices
- Researched and resolved discrepancies in a timely manner
- Generated check runs weekly
- Maintained 1099 vendors and prepared annual reporting
- Monthly Wires

Accounts Payable Specialist

GATES, O'DOHERTY, GONTER & GUY, LLP - Irvine, CA

2017 to 2018

- Maintained and processed high volume of invoices and check requests
- Ensured proper coding of invoices
- Updated and maintained vendor accounts and W-9 files
- Researched and resolved discrepancies in a timely manner
- Generated check runs weekly
- Generated letters to insurance carriers for direct payment to vendors
- Reconciliation of outstanding invoices
- Researched overpayments and processing of refunds

Accounts Payable Specialist/AP Bookkeeper

Various Temporary Assignments - Irvine, CA

2013 to 2017

- Maintained and processed high volume of invoices, check requests, and employee expense reports
- Generated check runs weekly for General and Designation accounts
- Sent Positive Pay files to Bank of America after each A/P batch
- Performed month-end processing and account analysis to ensure accuracy and correctness
- Calculated management fees, preparing key accrual JE when needed
- Prepared cash requirements and EFT's and did journal entries to JDE

Accounts Payable Specialist

PRIMARION, INC - Torrance, CA

2006 to 2009

- Managed accounts payable cycle from invoice entry to payments and processed wire transfers
- Ensured proper coding of invoices prior to entry in accounting system

- Researched and resolved discrepancies in a timely manner
- Processed employee expense reports and Amex Purchase Cards and payments
- Maintained W-9 files, bank files, purchase order binders, and fixed asset binders
- Converted purchase requisitions to purchase orders, ensuring correct GL coding
- Processed bank deposits and posting of cash receipts daily, and check runs weekly
- Maintained 1099 vendors and prepared annual reporting
- Performed month-end processing, reconciled A/P worksheet and A/P balance sheet
- Submitted payables accounting process and transferred to GL in Oracle

Accounts Payable Specialist

AMERICAN SUZUKI MOTOR CORP - Brea, CA

2006 to 2006

- Maintained and processed large volume of check requests and wire transfers
- Managed special projects as well as updated and maintained vendor accounts
- Audited and maintained all employee expense reports

Accounting Specialist II

TOYOTA MOTOR SALES - Torrance, CA

1999 to 2005

- Maintained and processed large volume of invoices and check requests
- Ensured proper coding of invoices prior to entry in accounting system
- Processed invoices for TMS, TLS and Scion
- Updated and maintained vendor accounts
- Researched and resolved discrepancies in a timely manner
- Managed special projects and met all month-end deadlines
- Audited transactions on P-Card and processed uploads for freight

Education

Bachelor of Arts/ Bachelor of Science in Psychology/ Human Services

California State University-Fullerton - Fullerton, CA

2009 to 2013

Skills

- ACCPAC
- Citrix
- Excel
- Oracle
- JD Edwards
- PCLaw
- QAD
- Peoplesoft
- Metaviewer
- SharePoint
- Yardi

- Sage
- As400
- MAS 90
- AvidXchange
- MRI
- Royal4
- Timberline
- Perceptive
- Citrix
- Amicus
- SAP