

Catherine Seruga

Accounts Payable Specialist - Bookkeeper

Beverly Hills, CA 90212

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(323) 302-3500

SUMMARY: Multi-tasker, organized and detail-focused Bookkeeper /Office Manager with track record of accurately and efficiently supporting overall accounting and office management activities. Teamwork and leadership quality and ability to take independent action while maintaining a strong work ethic.

Technology skills: MS Office (Word, Excel, Outlook, PowerPoint), QuickBooks (Online and Desktop). Zenith accounting Software. Aderant Total Office. QuickBooks Payroll, Intuit Payroll, Gusto, Paychex, ADP, G-suite, Dropbox.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

Panish Shea & Boyle LLP

January 2020 to March 2020

Provide financial, administrative and clerical support by ensuring payments are complete and expenses are controlled according to established policies and procedures in an efficient, timely and accurate manner

- Verify accuracy and processed over 150 invoices daily.
- Reach out to vendors for invoices copy as well as statements of account to resolve any discrepancy.
- Charge expenses to accounts and cost centers by analyzing invoice and expense reports and properly recording entries.
- Monitor vendors discount opportunities, set up new vendors and verifying federal I.D. numbers for accurate year end 1099 form.
- Provide accurate and effective document preparation and records management relative to the Accounts Payable function in accordance with records retention policies and procedures.
- Improved filing system.

Accounts Payable Specialist/ Bookkeeper

Your Financial Alternative, Inc

November 2019 to December 2019

- Accounts Payable and daily deposits for multiple high-net worth clients. Weekly check runs.
- Bi-weekly bank reconciliation of cash and balance sheet accounts. Monthly credit card reconciliation.
- Maintained an accurate accounts payable list. Run and prepared monthly clients financial package.
- Managed and prioritized day-to-day workflow.
- Resolved any outstanding payment issues. Handled emails and inquiries in a timely manner.
- Performed other general accounting duties and projects as requested.

Bookkeeper (Contract)

G&H Tax Accounting Services

July 2019 to September 2019

- Performed accounts payable. Prepared payroll. New vendors set up. Verifying deposits and other transactions.
- Weekly check runs. Bank and credit card accounts reconciliation for multiple clients.
- Monthly financial reports.

Bookkeeper/Office Manager

Eleven City Los Angeles

December 2018 to June 2019

- Full cycle Accounts payable. Processed up to 300 invoices per month. Reconciled vendor's statements researched and corrected discrepancies. Negotiated Net 30 payment terms with numerous vendors. Verified invoices accuracy
- 2 ways and 3 ways PO matching.
- Daily cash flow monitoring. Prepared, reviewed and issued weekly check runs.
- Monthly Bank and credit card accounts reconciliation. (One bank account, One Credit Card. Up to 100 lines item per account).
- Daily sales and tips reconciliation. Reviewed and processed monthly employee's expenses reports.
- Verified and calculated employee's hours. Submitted Bi-weekly payroll for over 75 employees.
- Created and maintained employee's file. On-boarding and Off-boarding of employees.
- Implementation of a comprehensive filing system for vendors, and other office documents.
- Purchasing of office equipment and supply. Workstations set up.

Bookkeeper/Office Manager

Strike Oil LLC

September 2017 to September 2018

- Audited, coded and processed all Accounts payable and (some Accounts receivable). Review and approval of employees expense reports. Negotiated with vendors to change their billing terms to benefit the companies.
- Bank and credit card accounts reconciliation. (Two bank accounts, Four Credit card accounts. Up to 75 line items per account).
- Managed, reviewed and submitted weekly payroll. Prepared and issued weekly check runs.
- Cash flow monitoring. Budgeting. General ledger maintenance. New vendor setup. Issued 1099.
- Human Resources coordinator: Maintained employee's file, vacation/sick time and health insurance benefits.
- Various I.T. tasks. Workstations set up. Coordinated building maintenance and repair. Purchased equipment, office and kitchen supply. Effectively reduced cost by 10%.

Bookkeeper/Office Manager

The Elder Statesman, LLC - Culver City, CA

January 2016 to September 2017

- Daily Budgeting and Cash flow monitoring. Bi-weekly payroll for over 50 employees. Weekly check runs.
- Audited, coded and processed all Accounts payable, up to 250 invoices per month. (Light Accounts receivable).
- Bank (Two accounts. Up to 75 line items) and credit cards accounts (Three accounts. Up to 150 lines items per account) reconciliation. Reviewed employees expense reports.
- Vendor set up. 1099 Filing. Generated monthly financial reports. Analyzed variances.

- Human Resources manager: Maintained employee's file, vacation/sick time and health insurance benefits.
- Recruited, interviewed, and assisted with selection of staff employees.
- Various I.T. tasks. Workstations set up. Coordinated building maintenance and repair.
- Purchased equipment, office and kitchen supply as well as retail stores need. Negotiated vendor terms. Achieved overall 12% saving.
- Developed and implemented office policies. Created company employee's handbook.

Bookkeeper/Office Manager

AE Hospitality LLC

January 2013 to December 2015

- Managed all Accounts payable, up to 400 invoices monthly. Accounts receivable. Performed weekly check runs, charge back for four entities.
- Bank (Eight accounts. 30 to up to 100 lines item) and credit card accounts (Eight accounts. Up to 150 lines item) reconciliation.
- Reviewed and approved employee's monthly expense and commission reports. New vendors set up. Issued 1099.
- Prepared and processed bi-weekly payroll for over 50 employees.
- Generated monthly owners' statements and issued payment. Prepared monthly transient occupancy tax.
- Produced daily organizational cash flow and forecasting. Created annual budget, scheduled expenditures and analyzed monthly variances.
- Maintained office efficiency by planning and implementing office systems, layouts, and equipment.
- Successful management of logistical operations for 120 apartments, condominiums and houses with an allocated purchasing budget.
- Achieved cost savings of \$50,000.00 by implementing first-rate Supplier selection process and astute contract negotiations.
- Effectively designed and implemented office policies by establishing standards and procedures.
- Human Resources manager: Maintained employee's file, vacation/sick time and health insurance benefits.

Bookkeeper/Office Manager (Independent Contractor)

Various Clients - Los Angeles, CA

January 2012 to December 2012

- Processed all Accounts payable and Accounts receivable. Weekly check runs.
- Payroll calculation and submission. Bank and credit card accounts reconciliation.
- New vendors set up. Issued 1099.
- Created and implemented a comprehensive filing system office documents.

National Administrator, Licensing and Contract - Information Technology

Loeb & Loeb, LLP - Century City, CA

July 2007 to October 2011

- Successfully developed and managed 10 million dollars information technology budget for various office equipment, hardware and software purchasing and maintenance, computer repair and operation purchases.
- Consistently achieved on-time renewals of contract & licensing agreements with successful renegotiation of terms resulting in average annual of \$250,000.00

- Maintained and upgraded over 500 handheld devices and smartphone for five domestic locations and one overseas.
- Reduced monthly expenses by over 25% through renegotiations with wireless carriers.
- Initiated and approved all RFPs and RFQs, ordering, originated all purchase orders. Audited, coded and approved all invoices. Worked closely with accounting and finance departments.
- Researched, interviewed and negotiated with vendors for best service, quality of goods, timely delivery and pricing.
- Reduced annual expenses by over \$150,000 through renegotiations of new printing equipment and service contracts.
- Renegotiated and reduced outsourced helpdesk yearly contract overflow calls by \$15,000 per year.

Education

Associate Degree in International Business

Ecole Trudaine - Paris, FR

Skills

- Technology skills: MS Office (Word
- Excel
- Outlook
- PowerPoint)
- QuickBooks (Online and Desktop). Zenith accounting Software. Aderant Total Office. QuickBooks Payroll
- Intuit Payroll
- Gusto
- Paychex
- ADP
- G-suite
- Dropbox.
- Bank Reconciliation
- Account Reconciliation
- Accounts Payable
- General Ledger Accounting

Links

<http://www.linkedin.com/pub/catherine-seruga/1/619/a75>