

Monica Payan

Billing Clerk - National Ready Mixed

Los Angeles, CA 90026

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323-633-4122

- Seeking a position in the accounting field where excellent and technical skills can be utilized.

Work Experience

Accounts Receivable/Payroll assistant

City of Downey Library Headquarters - Downey, CA

January 2019 to September 2019

Data entry
Invoicing/statements
Updating customer files
Month end reports
Assist with payroll
Payroll certification

Billing Clerk

National Ready Mixed - Encino, CA

2004 to May 2018

- Issue invoices to customers.
- Issue monthly customer statements.
- Update customer files with issued invoices.
- Process credit memos.
- Update the customer's master file with contact information.
- Track exceptions between the shipping log and invoices register.

Recreation Assistant II

Elysian Valley recreation center - Los Angeles, CA

September 1997 to June 2004

Customer Service
After school program
Summer camp
GPLA assistant/driver
Open and close park
Cash application
Event staff

Accounting Receivable Clerk

PC Concepts Inc - San Fernando, CA

1996 to 2004

- Post customer payments by recording cash, checks, and credit card transactions.

- Update receivable by totaling unpaid invoices.
- Resolves valid or authorized deductions by entering adjusting entries
- Verifies validity of account discrepancies by obtaining and investigating information from sales, customer services department, and customers.

Education

High school or equivalent

Johan Marshall High School - Los Angeles, CA
1982 to 1985

Skills

- Quickbooks (5 years)
- Invoicing
- Data Entry
- Accounts Receivable
- Accounts Payable
- Quick
- AR
- Cash Application
- Receivables

Certifications and Licenses

Driver's License