

Brian Youins

Playa del Rey, CA 90293
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310-283-8263

Authorized to work in the US for any employer

Work Experience

Staff Accountant

Fresh Brothers - Los Angeles, CA
August 2019 to February 2020

- Process daily purchase orders, invoice coding, reconcile bank and credit accounts
- Extensive utilization of Restaurant 365
- Daily journal entries, general ledger management and reconciliation, and chart of accounts organization and review
- A/R collections
- A/P management

Staff Accountant

M&C Saatchi - Santa Monica, CA
March 2018 to February 2019

- Heavy utilization of Advantage/Ad Assist accounting software for reporting and financial review
- Responsible for over half a million dollars in monthly accounts receivable billing
- Large volume of daily accounts payable entries for multiple subsidiaries
- Multiple T-Account reviews of general ledger accounts performed daily
- Daily, weekly and monthly general ledger over/under review and bank reconciliations
- Tasked with income and expense reporting for month end close review by upper management
- Job/project performance auditing of profit-to-loss margin, with corresponding reporting
- Weekly accounts payable check allocation for vendor payments
- Produce weekly and monthly cash flow projections to aid in operations/payroll

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7600 West Manchester Avenue - Unit #1222 - Playa del Rey, CA 90293
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Staff Accountant

CAST Centers LLC - West Hollywood, CA
February 2017 to November 2017

- Strong use of Xero accounting software, Excel, Word, Gmail, Salesforce and KIPU
- Responsible for bi-weekly payroll via ADP RUN
- Presided over month end close and reporting of bank and credit card reconciliations
- Managed and reported financial books for two subsidiary entities of the umbrella organization
- Cultivated a financial reporting dashboard via Excel and Access for Board of Directors
- Purchased, recorded and created depreciation schedules for fixed assets acquisitions

- Developed numerous process and procedures that were implemented to reduce the liabilities
- Track and report KPI metrics and associated revenue via Excel monthly and quarterly to management

Staff Accountant

Center of Hope - Inglewood, CA

August 2015 to January 2017

- Via QuickBooks: vendor payments, revenue reporting, maintaining the chart of accounts
- Financial reporting of the organizations health to the Business Administrator and Board of Directors
- Responsible for capital budgeting for all departments of the organization
- Calculate variances from the budget and report significant issues to management
- Bi-weekly payroll processing for exempt and non-exempt employees
- Championed with developing and maintaining a Microsoft Excel and Access databases
- Charged with month end close and weekly General Ledger reporting for accuracy
- Monitored debt levels as it related to the imposed companies debt coverage ratio
- Facilitated information for external auditors, Capin Crouse

Accounts Receivable Accountant - Full-cycle Accounts Receivable

Fox Rent-A-Car - Los Angeles, CA

March 2014 to August 2015

- Process over 1,200 charge backs per month via American Express and Client Line
- Database administrator for organizations American Express and Client Line issued chargebacks
- Provide financial analytical reporting trends to Controller to aid in budgeting, planning and modeling
- Stolen Auto Restitution Collection - Oversee the proper and adequate assessment of due fees
- Generate, analyze and convey the findings of financial reports to Board of Trustees
- Month end closing of accounts - annual audit preparation - daily and EOM forecasting of variances
- Organized high-volume B2B invoice billing and collection of \$1.5 million dollars monthly

Accounting Assistant - Full-cycle Accounts Payable/Accounts Receivable

Concourse Concession Inc - El Segundo, CA

September 2012 to October 2013

- Process daily purchase orders, invoice coding, reconcile bank and credit accounts
- Extensive utilization of Sage 50/Peachtree and Retail Pro
- Daily journal entries, general ledger management, and chart of accounts organization

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- Tasked with problem-solving organizational inefficiencies and FP&A analysis via CFO

All References Furnished upon Request

Education

Masters of Business Administration in Accounting/Finance

University of Redlands - School of Business

December 2016

Bachelor's in Marketing

California State University-Dominguez Hills - Carson, CA

May 2008

Associates of Arts in Business Administration

Los Angeles Harbor Community College

June 2006

Skills

- General Ledger Accounting
- Journal Entries
- Bank Reconciliation
- Account Reconciliation
- General Ledger Reconciliation
- Financial Report Writing
- QuickBooks
- Balance Sheet Reconciliation
- Restaurant Experience
- Restaurant 365
- Peachtree Accounting
- Sage
- Oracle
- JD Edwards
- Xero
- Great Plains
- Salesforce