

Jose Vazquez

Mira Loma, CA 91752

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(909)215-5049

Four years of relevant accounting experience as an Accounting Administrator who can navigate the most complex ledger sheets and transactions. Adept on logging transactions developing comprehensive spreadsheets and verifying the accuracy of documented information. Seeking to leverage exceptional accounting skills and knowledge to gain a full-time employment. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounting Administrator

Vista Property Inc - Rancho Cucamonga, CA

August 2016 to Present

- Handle daily A/P processes, oversee the timely accurate processing of invoices, and payment transactions.
- Efficiently process vendor invoices and maintain up-to-date-system.
- Utilized AppFolio to increase accuracy of account data by the tracking of accounts receivables and payables.
- Reconciled bank statements at the end of each month
- Balanced monthly general ledger accounts to accurately record cost and month end cash.
- Quickly completed various regular administrative duties such as reporting, document filing, and data entry.
- Increased customer loyalty by preparing and sending clients' monthly financial reports that include general ledger, A/P, A/R, invoicing, cash flow, and owner statements.

Warehouse Associate

Shiekh Shoes - Ontario, CA

August 2014 to July 2016

- Operational efficiencies increased productivity by receiving and processing incoming stock and materials.
- Worked as a Team to fulfill orders in a timely manner and ensure customer satisfaction.
- Successfully documented all damaged products using appropriate company procedures and reduced product loss.

Crew Member

Wendy's - Corona, CA

June 2013 to September 2014

- Followed procedures for safe food preparation, assembly, and presentation to achieve optimal compliance and meet company standards.

- Achieved operational efficiency by performing currency and credit transactions quickly and accurately.
- Demonstrated superior customer service by connecting with customers and maintaining a positive attitude.

Education

Bachelor of Arts in Business Administration

California State University of San Bernardino

June 2020

Associates Degree in Public Administration

Chaffey Community College

May 2018

Skills

- Accounts Payable & Receivable
- Bank Reconciliation
- Office Management
- Bilingual
- Expertise in invoice & Payment transactions
- Word
- PowerPoint
- Excel
- QuickBooks