

# Lafayette Curtis

Gardena, CA 90247

[lafayette8\\_k9f@indeedemail.com](mailto:lafayette8_k9f@indeedemail.com)

3103862863

## Work Experience

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### **Staff Accountant**

Maris Collective Properties LLC - Los Angeles, CA  
December 2017 to Present

### **Accounts Payable Specialist**

Maris Collective Properties LLC  
October 2016 to November 2017

- AP bill entry and approvals; 3-way matching process and invoicing
- PO Upload to bill (Inventory, Non-Inventory, Sundries) using Oracle NetSuite Process Bill Credits
- Consignment reports distribution and billing
- Vendor setups: W9/W8 compliance
- Weekly AP check run for multiple properties
- Initiate wires using WF CEO Portal
- Positive pay upload
- Open purchase order report review and reconciliations
- Maintain AP mailbox daily for vendor inquiries
- Complete employee expense travel advance register
- Analyzed, researched and reconciled utility bills
- Processed and completed expense reports
- Processed and completed car log entries/mileage reimbursements
- Processed and completed AMEX charges for different executives

## Education

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### **BS in Accountancy**

California State University Northridge - Northridge, CA

## Skills

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- Microsoft Excel (Pivot tables, V-look ups) (3 years)
- QuickBooks proficient
- Oracle NetSuite Accounting Software proficient. (4 years)
- Accounts Payable
- Accounts Receivable
- Bookkeeping
- Excel
- Outlook

- Quickbooks
- accounting