

# Shella Pechardo

## **Independent Contractor - Accountant / Bookkeeper/Business Manager/Accounting Manager**

Las Vegas, NV 89129

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650.740.8733

#readytowork

## Work Experience

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### **Independent Contractor - Staff Accountant (work from home)**

Veterans Rideshare Inc - Ramona, CA

February 2018 to May 2020

Responsibilities:

Maintain AP and AR.

Prepare/Submit/Maintain Payroll twice a month.

Prepare/Submit yearly 1099

Assist in Preparing and completing financial statement every month.

Assist in Managing company's books.

Reconcile Bank Statement every month.

Any other accounting responsibilities assigned by CPA and owner.

### **Independent Contractor - Controller / Business Manager (work from home)**

Veracom Ford - San Mateo, CA

January 2012 to March 2020

Manage AP and AR.

Bank Reconciliation.

Prepare and complete financial statement every month.

Interpret and analyze the financial statement on an ongoing basis.

Manage company's books, maintain general ledger.

Oversee company's AP and AR.

Prepare and manage company's payroll, and insurance.

Develop and maintain an effective cash management system.

Update the GM and the Dealer regarding the cash needs of the dealership.

Administer employee benefit program.

### **Controller / Business Manager (Full time Employee)**

VERACOM FORD - San Mateo, CA

May 2009 to January 2012

Responsibilities:

Maintain/Manage/Oversee AP and AR.

Prepare/Submit/Maintain Payroll twice a month.

Prepare/Submit Monthly and Quarterly Sales Tax

Prepare/Submit Yearly 1099 and W2

Prepare/Manage Workers Compensation, Medical and Dental Insurance.

Prepare and complete financial statement every month.  
Interpret and analyze the financial statement on an ongoing basis.  
Manage company's books, maintain general ledger.  
Reconcile Bank Statement every month.  
In charge of hiring new employees  
Administer payroll policies.  
Purchase property and liability insurance.  
Account all documents, ensure nothing is missing.  
Prepare and process all insurance claims. Coordinate annual audit or review and physical inventory.  
Maintain loss reserves for contingent liabilities and trade receivable.  
Automate all possible systems and establish control procedures.  
Establish and administer loss review program.  
Administer employee benefit program.  
Prepare the Daily Operating Control Report.

## Education

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### **Bachelor's in Foreign Service**

## Skills

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- PAYROLL (10+ years)
- ADP (10+ years)
- ADP PAYROLL (10+ years)
- ADP PAYROLL SYSTEM (10+ years)
- AUTO DEALERSHIP (10+ years)
- accounts payable (10+ years)
- accounting (10+ years)
- Quickbooks (10+ years)
- Accounts Receivable (10+ years)
- Account Reconciliation (10+ years)
- Bookkeeping
- General Ledger
- Excel
- Microsoft Excel
- credit
- Billing
- Bank Reconciliation
- Journal Entries
- Financial Statement Preparation
- General Ledger Reconciliation
- Bank Reconciliation
- Financial Statement Preparation
- Journal Entries
- Office Management
- Financial Report Writing

- General Ledger Reconciliation

## Additional Information

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### Computer Knowledge:

Microsoft Office  
ADP Payroll System  
Reynolds Software - Auto Dealership  
Quickbooks Desktop  
Quickbooks Online

### References:

Risa Fajardo - Acct Supervisor - Veracom Ford - 510.301.9146