

Viviana Romero De la Rosa

Operations Coordinator/ Full Charge Bookkeeper

El Monte, CA 91732

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Highly experienced Operations coordinator, leading numerous teams of employees, while performing full charge bookkeeping activities, accounts payable, accounts receivable, budgeting, human resources, payroll duties and warehouse logistics.

Willing to relocate: Anywhere

Work Experience

Operations Coordinator/ Full Charge Bookkeeper

Slink Jeans LLC - South El Monte, CA

August 2019 to Present

- Coordinate events such as Sample Sales/Flash Sales, manage inventory for event, create schedules for events, arrange locations and work with marketing tools to promote events
- Create schedules for staff office and warehouse staff
- Process payroll for numerous employees, manage PTO, update payroll records, determine payroll liabilities and maintain payroll operations confidential
- Oversees HR duties, drawing in talent and applying training standards and hiring procedures
- Developed Employees Handbook to implement and review operational policies and procedures according to current laws
- Manage accounting department by gathering financial data, maintaining accurate books on AP and AR, and daily financial entries and reconciliations.
- Maintain chart of accounts and create Monthly financial reporting, general ledger entries, and record payments and adjustments
- File Quarterly Sales tax and Use tax, Annual tax, Estimated tax and create P&L, balance sheet reports for CPA's review
- Supervise accurate receiving of inventory and dispute any discrepancies to manufacture
- Work with warehouse supervisor to arrange pick ups and deliveries
- Identify and address problems and opportunities for the company, Help promote a company culture that encourages top performance and high morale.
- Work with Wholesale company's and dispute charge backs, train AR staff in Aims functions (invoicing, posting payments, running report such as journal sales, inventory management, AR aging)

Staff Accountant - Accounts Payable Specialist

Good Health Inc (Premier Pharmacy Services)

November 2018 to August 2019

Create and review all invoices for appropriate documentation and Respond to all vendor inquiries

- Enter high quantity of wholesale invoices on a daily basis into accounting system and prioritize according to payment terms

- Review expense reports and schedules for allowance distribution
- Reconcile vendor statements and correct discrepancies
- Audit and process credit card bills/code accordingly
- Process manual check request as needed for terminated employees (Payroll)
- Make payments via credit card, ACH and checks
- Prepare semi-monthly checks in a timely manner for Chief Executive Officer signature/match invoices to checks and distribute accordingly
- Assist in audits by working with other departments requesting documents ensuring accuracy of all items pulled and done in a timely manner to meet strict deadlines.
- Help in the growth and development of two staff members to ensure accuracy of financial transactions and making payments are made in a timely manner.
- Manage accounts payable aging
- Keep track of bank deposits such as ACH/EFTs, checks and wires
- Reconcile bank and loan accounts for various entities.
- Actively participated in monthly inventory to ensure counts are accurate
- Assist in month-end closing with CFO and Accounting Manager by verifying entries comparing accounting system balances
- Collect W9 forms according to IRS regulations, prepare and submit 1096/1099-MISC/NEC forms
- Assist with other projects such as creating or entering Journal

Staff Accountant

Cinelease, Inc - Los Angeles, CA

October 2017 to November 2018

Calculate monthly & quarterly commissions for sales reps based on rental invoices, review over 100 invoices per commission sheet

- Run various reports on a daily and weekly basis; On Hand Value report, Utilization, Inventory & Ledgers
- Recording of all incoming checks for claims and reimbursements
- Create schedules for leases and track rent checks
- Prepare monthly closing journal entries and reconcile bank accounts, G Ls and other segment codes in a timely manner to ensure financial reports are released on time
- Prepare Federal Sales Tax returns for the following states; AZ, LA, NV, NM & NC
- Verify on a monthly basis incoming W-9 forms
- Assist AP department in Reviewing vendor invoices and check runs
- Manage account analysis expense book
- Enter journal entries and cash disbursements for shared expenses, prepaid expenses, insurance, fund transfers, re-classes & payroll (review ADP entries)

Bookkeeper/ Shipping Manager

Frontier Fashion, Inc - Industry, CA

October 2014 to October 2017

Create accurate invoices for customers as well as monthly statements for current and past due accounts.

- Process credit memos, returns, claims and chargebacks
- Reconcile Accounts receivable aging and follow up on arrangements for qualifying accounts
- Prepare reports and reconcile Amazon. Ebay and Walmart accounts
- Convert international accounts invoices into the current exchange rate
- Process and record into system credit card payments, Paypal payments, and checks

- Deposit high quantity of cash to bank as well deposit high quantity of checks into remote deposit scanner
- Enter PO's into system receive PO' once shipment arrives
- Enter all bills /Verify vendor invoices by 3 way matching
- Reconcile credit card and bank statement
- Record and review employees time cards/ Manage PTO
- Process W-9 forms and 1099's
- Follow up on Health Insurance & 401k inquiries
- Create shipping labels for incoming and outgoing packages
- Arrange deliveries with several carriers for K Load, LTL, TIAL TL
- Reconcile Shipping invoices UPS, FedEx, etc.
- Analyzed credit applications and contacted references to determine credit worthiness.
- Update chart of accounts and reconcile
- Code accounts accordingly
- Assist CPA with month end closing

Accounts Receivable/Executive Assistant

AllState Insurance Billy C. Campbell AgencyInglewood
January 2013 to September 2014

Provide direct support to CEO on personal and corporate level.

- Maintain internal operations in compliance, ensure quality assurance providing exemplary level of team performance.
- Manage phone system, relay messages answer emails and clients concerns
- Reconciled accounts receivable and followed up on policies to ensure payment was received.
- Managed Remittance reports by entering and keeping track of payments, deposits, invoice information, and client policies.
- Provide quotes for Home and Auto as well as gathering back up for quotes
- Schedule appointments for CEO and staff
- Assist in month end closing
- Run errands as needed and support staff with other projects as needed

Education

A.S. in Accounting - (In Progress)

Rio Hondo College - Whittier, CA

Skills

- Quickbooks (5 years)
- Sage (2 years)

Assessments

Accounting Skills: Bookkeeping — Highly Proficient

March 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/d35c40b93e3d5b3af2c00f4a7bda4cfbeed53dc074545cb7

Human Resources Skills: Compensation & Benefits — Familiar

March 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/d022e6f6711eddbd6db196fd51d425c8eed53dc074545cb7>

Filing & Organization — Highly Proficient

April 2020

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/5a15ed687aa63b3bc345a5dda1a10124eed53dc074545cb7>

Basic Spreadsheets with Microsoft Excel — Highly Proficient

April 2020

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: <https://share.indeedassessments.com/attempts/984a34e813e564dbacdbdf13f53aa457eed53dc074545cb7>

Spreadsheets with Microsoft Excel — Proficient

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_to_profile/8dbdf25eb6d1a1857dec9767064a708deed53dc074545cb7

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