

# Paula V. Williams

## **Office Manager/Accounting Specialist**

Hawthorne, CA 90250

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310-310-1248

A forward-thinking professional seeking to utilize my administrative and accounting experience that include a myriad of skills such as office management, accounts payable and receivables along with strategic planning.

## Work Experience

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### **Office Manager/Accounting Specialist**

G.S. DESIGNS INTERNATIONAL, INC - Gardena, CA

August 2016 to January 2019

- Managed general office duties (handled phones, corresponded with clients, received daily mail, FedEx and UPS packages)
- Managed accounts payable and accounts receivable activities using QuickBooks accounting software
- Generated weekly A/P & A/R reports while maintaining all policies and procedures
- Maintained employee personnel information, including 1099- Misc. payroll processing and updated personnel files
- Managed accounts receivable system, including invoicing, collections, and reconciliations
- Organized & maintained A/P Vendors & A/R Client database files
- Managed vendor disbursements such as manual checks, ACH and credit card payments, and processed online vendor payments
- Monitored and reviewed all A/P & A/R accounts daily and processed incoming receivables and posted payment receipts to corresponding open invoices
- Forecasted projected expenses, revenues and sales commissions
- Generated Design & Construction sales quotes, client invoices, change orders, account statements and lien waivers
- Recorded, tracked and disbursed employee expense and corporate shareholder loan reimbursements upon request
- Posted daily G/L Journal entries and adjustments
- Generated monthly P&L Financial Reports
- Performed monthly bank reconciliations
- Maintained company vehicle registrations and insurance policies
- Reviewed and obtained annual business licenses, insurance, permits, bonds and State Fund renewal certifications
- Assisted in developing and refining standard operating procedures while streamlining and improving workflows

### **Controller**

HAMMET PACKAGING, INC - Gardena, CA

October 2008 to July 2015

Handled all accounts payable, accounts receivable and collection activities using QuickBooks and ACCPAC accounting software

- Managed, recruited, trained, developed and provided succession planning for all staff
- Trained, monitored, and coached performance of associates
- Managed and maintained accounts payable vendor & accounts Receivable customer files
- Established and managed internal audit controls to ensure assets are safeguarded and policies are followed
- Prepared Annual Budget
- Advised senior management on financial planning, budgeting, cash flow, investment

priorities, and policy matters • Controlled company funds and performed routine monthly bank reconciliations • Managed and processed vendor invoices • Processed daily bank deposits, check runs and credit card payments • Managed the process of a biweekly payroll for salary and hourly, full time and part time employees • Managed new hires and terminations while maintaining compliance with federal and state regulations concerning employment • Generated International and U.S. Purchase Orders • Answered general HR questions and requests including but not limited to: time off including leave of absence, risk management, HR policy/procedure interpretation, performance management, recruitment, health insurance, etc.

- Assisted in the development and implementation of employee policy and procedures

## Education

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### **Certification in Accounting**

I.C.D.C. College - Lawndale, CA  
2007

## Skills

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- ACCPAC (8 years)
- Excel (10+ years)
- Microsoft Excel (10+ years)
- Microsoft Outlook (10+ years)
- QuickBooks (5 years)
- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Bookkeeping (10+ years)
- Reconciliation (10+ years)

## Certifications and Licenses

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### **Accounting Specialist**

2007 to Present

## Additional Information

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### AREAS OF EXPERTISE

- QuickBooks • Microsoft PowerPoint
- ACCPAC Software • Microsoft Outlook
- Microsoft Word • Microsoft Excel