

Lia Smallwood

San Pedro, CA

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Work Experience

Accounts Payable Coordinator

Patriot Environmental Services - Wilmington, CA

January 2019 to Present

Monitor Avid bill invoices includes to route for approvals, code and upload into Acumatica. Weekly check run and daily urgent cut. Prepare mail for checks to go out. Reconcile vendors statement. Review and settle discrepancies invoices. Process and maintain schedule rents. Reconcile and code the credit cards statements. Vendor profiles maintenance. Assist in month ends. Prepare journal entries for

bank fees and some expenses accounts. Answer phones and monitor AP e-mail for vendors and branch inquiries and delivers solutions.

Jr Accountant

Trident Dental Lab - Hawthorne, CA

March 2018 to January 2019

Prepare and reconcile the Daily, Production and Consolidated reports. Manage office supplies processing for the company. Process and reconcile the Fedex audit reports. Prepare journal entries for bank charges and some expenses. Process and reconcile returns. Maintain filing system for journal entries and supplies orders. Back up AP function. Answer and find solutions for customers and internal company associates.

Accounting Associate

Prime Wheel Corporation - Gardena, CA

February 2013 to March 2018

Hourly Pay: \$ 18.00

- *Process A/P and A/R matching, correcting, coding, adjusting and reconcile invoices & document to Accounting system, input data, preparing check payments, file record payments, run daily A/R invoices.

- *Apply & reconcile cash posting (wires & checks deposit).

- *Process sales invoices, debit and credit memos.

- *Maintain and update filing system.

- *Provide request of both A/P and A/R to manager, customers and vendors.

- *Research on discrepancies invoices and deliver a solution.

- *Back up time report keeping, patrol checks processing and reconcile biweekly patrol rpt.

Account/Fraud Clerk III

California Bank & Trust - Torrance, CA

2001 to April 2011

- Verify and negotiate the fraudulent suspected items.
- Process and balance Net Depreciation account.
- Input Earned large notifications.
- Edit and process the SQN reports to capture signature cards.
- Overdraft back up support.
- Ability to respond to bank inquiries.
- Developed several Excel spreadsheets currently in use for reducing entry time and automatically cross-referencing for errors.

Accounts Payable/Bookkeeping Clerk

Marathon National Bank - Los Angeles, CA

2000 to 2001

- Assisted (via remote) with payroll, tax, and account processing.
- Reconcile correspondence bank accounts.
- Input and process account payable.
- Process incoming and outgoing wires.
- Balance and reconcile ACH transactions.
- Process CTR report.
- Support in cash management.
- Respond to branch and client inquiry.

Accounting Editor

Hoffman Travel Services - Los Angeles, CA

1997 to 1999

- Edit service fee accounts.
- Process debit memos.
- Assisted in posting GL entries.
- Balance and reconcile cash receipt transactions.
- Process and run cash receipt weekly report.
- Respond phone inquiry.

Accounting Clerk

Utility - Chatsworth, CA

1991 to 1997

- Correct and process non post transactions.
- Process and reconcile return items and ACH transactions.
- Assisted in posting GL entries.
- Balance and reconcile cash receipt transactions.
- Process and run weekly reports.
- Respond on branches inquiry.

Education

Associate in Accounting in Accounting

Los Angeles Pierce College - Woodland Hills, CA

1997

Skills

- Erp
- Internet explorer
- Ms office
- As400
- Outlook
- Accounts Payable
- Accounts Receivable
- Invoice
- Quickbooks
- Excel
- Accounting
- Microsoft Word
- Microsoft Dynamics GP
- Journal Entries
- ACH
- Bank Reconciliation
- General Ledger Reconciliation
- Account Reconciliation

Assessments

Accounting: Basic Principles — Familiar

November 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/a72c518f1ca25abceb8078ab8b08db65eed53dc074545cb7

Principles of Accounting — Familiar

October 2019

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/492cf6cc30bf193d37ad2bcfb1f9f9a3eed53dc074545cb7

Reliability — Expert

November 2019

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/36f81189b19f60e3882aa17ab7aacb5aead53dc074545cb7

Accounting Skills: Bookkeeping — Familiar

October 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/dcad4ccc9e33d50b2f1990b9d8ddf30aead53dc074545cb7

Spreadsheets with Microsoft Excel — Proficient

July 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/95eaa08d6bd0ee0379c01ab1dba087cfeed53dc074545cb7

Reliability — Expert

March 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/1c0be6f1abc38bc2d83690de6fe1d736eed53dc074545cb7

Attention to Detail — Completed

May 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/e3934ebf1f622ad156d61153bda4efc8eed53dc074545cb7

Accounting: Basic Principles — Completed

September 2019

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/3d8e222887abc1ca93d2ca6cacfde946

Accounting: Basic Principles — Familiar

July 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/aa02e47b3cb0344894e4cdd43001a555eed53dc074545cb7

Accounting Skills: Bookkeeping — Expert

September 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/118925a3b412ab186b4617e8a172f633eed53dc074545cb7

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Additional Information

Skills

Excellent multi tasking skill and learning new tasks quickly, proficient with MS Office, Outlook, AS400,

Window XP, MS90, ERP Styeline, Aviva and Internet Explorer (10+ years)