

# Van Hua

Monterey Park, CA 91755

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(626) 221-1919

Seeking Accounting position for a long-term working opportunity, where I can further advance my knowledge and abilities in the field while continuing to develop my career with the company.

Authorized to work in the US for any employer

## Work Experience

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### **Accountant**

Sunny Hills Management Co. Inc - West Covina, CA

September 2016 to Present

Responsible for AP's and AR's of 7 commercial properties, such as daily recording of deposits, journal entries, bank transfers, invoices, etc.

- In charge of receiving, reviewing and distributing invoices to the accounting team.
- Review and acquire approvals for invoices, process approved invoices, resolve invoice discrepancies, and print checks for payment.
- Collaborate and communicate closely with property managers and financial analysts to provide information/data, resolve arising problems to ultimately increase workflow efficiency between corporate and outside offices.
- Assist with the calculations of annual common area maintenance charges for each building.
- Complete monthly bank reconciliations before deadlines and settle discrepancies across all general ledger accounts for each property.
- Work with supervisors to prepare financial statements and quarterly distribution numbers for upper management/controller's review.

### **Junior Accountant Internship**

Harvey and Company LLC - Newport Beach, CA

March 2016 to August 2016

Part-time QuickBooks duties such as recording payments, journal entries, bank reconciliations, check writing/printing.

- Administrative duties such as answering phones, copying, filing, etc.
- Assists and learn from a team of Analysts, Associates, and Director to identify merger & acquisition opportunities.
- Analysis of publicly traded companies' financial statements, annual 10k, and 8k reports.

### **Lifeguard**

University of California - Irvine, CA

May 2015 to June 2016

- Provide direct supervision and maintain safety standards for all individuals around the pool areas.
- Immediate response to medical emergencies with First Aid training.
- Daily maintenance of pool deck and surrounding areas.

## Education

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### **B.A. in Business Economics in Accounting**

University of California - Irvine, CA

2012 to 2016

## Skills

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- Proficient at Quickbooks, Spectra, Appfolio, (4 years)
- Accustomed to high and fast paced work Microsoft Office Suites. volume.
- Adept in procedures within the full fiscal year
- Ability to organize priorities and wisely accounting period. manage time to meet deadlines.
- Competent in identifying and reconciling
- Ability to identify and resolve inefficiency in discrepancies from daily journal entries to daily work flow. quarterly reports.
- Strong understanding in working with GAAP and advanced mathematics.
- Accounts Payable
- Bookkeeping
- Excel
- accounting
- Outlook
- Accounts Receivable
- Microsoft Excel
- Quickbooks