

Karen Bendana

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Seeking a position where I can utilize my professional skills and experience to benefit the company

Willing to relocate: Anywhere

Work Experience

Accounts Receivable

Interstate Personnel - Compton, CA

September 2006 to Present

- * Reconciled accounts by checking computer reports, researched discrepancies, and prepared journal vouchers.
- * Called delinquent customer's as necessary.
- * Entered payment into invoice log; noted partial payments.
- * Prepared/sent "reminder" letters for delinquent accounts, and NSF checks.
- * Handled collection activities from federal/non federal agencies, checked back paperwork for accuracy, resolved discrepancies; prepared invoices for submittal.
- * Prepared Aging schedule for outstanding accounts.
- * Closed accounts down if necessary due to bad debt on delinquent status or accounts being sent to collections.
- * Received and processed collection items, such as checks and presented to bank by customers.
- * Posted data and balanced accounts.
- * Operated office machines, such as typewriter, fax, computer, and adding machines.
- * Totaled cash and checks to prepare bank deposit slips.
- * Compiled and sorted documents, such as invoices and checks, substantiating business transactions.
- * Received cash, checks and completed credit-card transactions from customers.

Accounts Payable Specialist

Westfall Technik - Walnut, CA

April 2020 to May 2020

- * Examine all invoices for appropriate documentation and approval prior to processing.
- * Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- * Process 3 way P.O. matching invoices.
- * Resolve purchase order, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- * Assist in streamlining with purchase to pay process.
- * Verify expense reports and pay employees by receiving proper requests and approvals, as needed.
- * Manage AP inbox by sorting through emails and distributing to proper approver, requestor or management and printing out invoices.
- * Set up vendors as needed by approved request and vendor's signed W9.
- * Process check requests; assuring necessary approvals and documentation are provided.

- * Process ACH and Wire payments as need and by weekly run through bank site.
- * Prioritize invoices by monitoring cash discount opportunities; payment terms; and scheduling.
- * Attach invoices to checks, obtaining all necessary signatures and distribute checks accordingly by weekly basis.
- * Respond to all vendor inquiries.
- * Reconcile vendor statements, research and correct discrepancies.
- * Control files and documentation thoroughly, in accordance with company policy and accepted accounting practices.
- * Monitor out of state invoices for proper tax allocation; self asses tax; collect CA sellers permit.
- * Support with month-end closing.
- * Help with other tasks as needed.

Accounts Payable Specialist

Too Faced/St. John Knits - Irvine, CA

October 2019 to January 2020

- * Examine all invoices for appropriate documentation and approval prior to processing.
- * Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- * Process 3 way P.O. matching invoices.
- * Resolve purchase order, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- * Verify expense reports and pay employees by receiving proper requests and approvals, as needed.
- * Manage AP inbox by sorting through emails and distributing to proper approver, requestor or management and printing out invoices.
- * Set up vendors as needed by approved request and vendor's signed W9.
- * Sort and distribute incoming invoices by mail.
- * Process check requests; assuring necessary approvals and documentation are provided.
- * Prioritize invoices by monitoring cash discount opportunities; payment terms; and scheduling.
- * Attach invoices to checks, obtaining all necessary signatures and distribute checks accordingly by weekly basis.
- * Respond to all vendor inquiries.
- * Reconcile vendor statements, research and correct discrepancies.
- * Control files and documentation thoroughly, in accordance with company policy and accepted accounting practices.
- * Monitor out of state invoices for proper tax allocation; self asses tax; collect CA sellers permit.
- * Support with month-end closing.
- * Help with other tasks as needed.

Accounts Payable Senior

Green Dot, Inc - Pasadena, CA

December 2017 to June 2018

- * Manage all accounts payable functions, adhering to company procedures and policies.
- * Prepare monthly reconciliations and month end journal entries.
- * Examine all invoices for appropriate documentation and approval prior to processing.
- * Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- * Process 3 way P.O. matching invoices, up to 100 and more line items.

- * Resolve purchase order, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- * Verify expense reports and pay employees by receiving proper requests and approvals, as needed.
- * Set up vendors as needed by approved request and vendor's signed W9.
- * Sort and distribute incoming invoices by mail.
- * Process check requests; assuring necessary approvals and documentation are provided.
- * Prioritize invoices by monitoring cash discount opportunities; payment terms; and scheduling.
- * Attach invoices to checks, obtaining all necessary signatures and distribute checks accordingly by weekly basis.
- * Respond to all vendor inquiries.
- * Reconcile vendor statements, research and correct discrepancies.
- * Keep records of capital expenses and fixed asset payments, assuring proper coding on invoices and costs are within approved budget.
- * Control files and documentation thoroughly, in accordance with company policy and accepted accounting practices.
- * Monitor out of state invoices for proper tax allocation; self asses tax; collect CA sellers permit.
- * Report weekly AP aging report to CFO and Finance Manager.
- * Support with month-end closing.
- * Assist in year-end auditing by providing necessary/requested paperwork; invoices and proof of payments.
- * Help with other projects as requested.

Accounts Payable Specialist

Juanitas Foods, Inc - Wilmington, CA

January 2010 to July 2017

- * Review all invoices for appropriate documentation and approval prior to processing.
- * Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- * Process 3 way P.O. matching invoices, up to 100 and more line items.
- * Resolve purchase order, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- * Pay employees by receiving and verifying expense reports and requests.
- * Set up vendors as needed by approved request and vendor's signed W9.
- * Sort and distribute incoming invoices by mail.
- * Process check requests; assuring necessary approvals and documentation are provided.
- * Prioritize invoices by monitoring cash discount opportunities; payment terms; and scheduling.
- * Match invoices to checks, obtain all signatures for checks and distribute checks accordingly by weekly basis.
- * Respond to all vendor inquiries.
- * Reconcile vendor statements, research and correct discrepancies.
- * Keep records of capital expenses and fixed asset payments, assuring proper coding on invoices and costs are within approved budget.
- * Monitor out of state invoices for proper tax allocation; self asses tax; collect CA sellers permit.
- * Report weekly AP aging report to CFO and Finance Manager.
- * Assist in month-end closing.
- * Assist in year-end auditing by providing necessary/requested paperwork; invoices and proof of payments and year end1099's.

- * Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- * Assist with other assignments as needed.

AP Processor

Kaiser Permanente (Accountemps) - Pasadena, CA

February 2009 to September 2009

- * Process 50-100 vouchers a day
- * Analyze invoices requesting payment before submitting to approver
- * Call vendors as needed for reconciliation or confirmation on Kaiser's contact name for authorization
- * Research coding on invoice for approver if available to send for approval to correct department
- * Route vouchers with further research to correspondent department
- * Research invoices with possible duplicate payment thoroughly
- * Do intense research before routing any invoice/voucher to coherent department
- * Routed invoices with warning of duplication to dup queue for further research

AP Specialist

Interstate Personnel - Torrance, CA

October 2007 to December 2008

- * Prepared payment vouchers as necessary.
- * Assisted with payroll, tax, and account processing.
- * Entered positive pay from payroll unto bank records.
- * Ran A/P Distribution Report on monthly basis.
- * Reconciled any discrepancies off A/P Distribution reports.
- * Posted A/P vouchers and debit memos as necessary.
- * Ran G/L reports subsequently/necessary.
- * Prepared folders and labels for each independent vendor and tax collector by alphabetical order.
- * Prepared filing cabinets to file folders on a weekly basis.
- * Created excel worksheets as necessary for records on payment and cost.
- * Ran vendor profile reports for vendor in payment questioning to reconcile disputes.
- * Prepared and gathered payment copies and/or other paperwork requested by auditors.
- * Entered payment by wire transfer through online banking.

Accounts Receivable Clerk

J. Hellman Inc - Los Angeles, CA

January 2005 to August 2006

- * Received cash, checks and completed credit-card transactions from customers.
- * Counted money to verify amounts and issued receipts for funds received.
- * Compared totals on cash register with amount of currency in register to verify balances.
- * Totaled cash and checks to prepare bank deposit slips.
- * Posted data and balanced accounts.
- * Operated office machines, such as typewriter, fax, computer, and adding machines.
- * Compiled and sorted documents, such as invoices and checks, substantiating business transactions.
- * Received and processed collection items such as checks and presented bank by customers.

Education

Associate in Arts degree

West Los Angeles College - Culver City, CA

Present

High School Diploma

Bell High School - Bell, CA

2000 to 2004

Accounting Licenses

Accountant

State: CA

Skills

- Accounts Receivable
- Accounts Payable
- Bilingual Spanish
- Typing, Computer and Data Entry Skills
- Excellent Customer Service skills
- 10-key by touch
- Microsoft Word
- Microsoft Excel
- Oracle Software
- AX Dynamics
- SAP/Readsoft
- Concur
- Netsuite