

# Maria Ayala

Los Angeles, CA 90033

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323-485-3790

## Work Experience

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### **Accountant**

STEMAR EQUIPMENT AND SUPPLY CO - Los Angeles, CA

June 2016 to April 2020

- General ledger updates
- Reconcile bank, credit card, and Paypal statements versus ledger on a monthly basis
- Reporting updates and statements on a fixed schedule
- Running payroll for salaried & hourly employees
- Managing Accounts Payable/Receivable and issuing payment based on agreed upon terms
- Negotiating improved payment terms
- Record charges, refunds, damages, etc.
- Managing government and tax filings
- Prepare 1099's & W2's
- Keeping the Balance Sheet and Profit & Loss accurate
- Prepare financial reports by collecting, analyzing, and summarizing account trends
- Create, manage, and update filing system of invoices, receipts, and company information.
- Create a chart of accounts with sensitive partnership information
- Maintain and protect company's classified information
- Maintain record of all cloud licensing, usage and billing

### **Logistic & A/R Clerk**

WORLD WIDE FABRIC INC - Los Angeles, CA

September 2013 to June 2016

Responsible for analysis, reconciliation and collecting of customers accounts, resolution of billing disputes and negotiations with customers.

- Interacted with sales representative to resolve customer's issues, such as pricing errors, double shipments, and other matters in order to guarantee customer satisfaction.
- Set-up credit accounts by ensuring all required documents have been received, including: credit applications, updated business licenses, credit reports and references.
- Maintain accounts 90% current.
- Reconcile Truck Freight bills.
- Audit UPS & Fedex weekly invoices.
- Approve and create labels for RMA's request.
- Assist with EDI shipments.
- Responsible of scheduling and getting quotes for truck shipments.
- Reviewing commission reports for payment.
- Provide assist to customer services when needed.
- Assisting in implementing changes to save money & time to WWF.

**Office Assistant**

La Cañada - Flintridge, CA

February 2009 to June 2011

- Assist customers with phone inquiries.
- Process bi-weekly payroll (ADP)
- Prepare the Fiscal Year Report
- Type minutes
- Deliver monthly agenda to Board Directors
- Assist with the water conservation events.
- Reconcile bank statement
- Process A/P & A/R invoices.

**R Clerk**

CREDIT & A - Los Angeles, CA

February 2007 to February 2008

- Reviewed accounts to identify past due customers and determine proper course of action.
- Processed customers' credit card payments on a daily basis.
- Processed and approved credit applications from beginning to completion.
- Assist the customer services department when needed.
- Reviewing commission reports for payment.
- Identify wire transfers.
- Approve sales orders.
- Interact with Mexico's clients.

**Cash Applier & Credit Collector**

COCA COLA - Los Angeles, CA

October 2002 to March 2007

- Reviewed accounts to identify past due customers and determine proper course of action.
  - Processed customers' credit card payments on a daily basis.
  - Posted payments and issued credits to customers' accounts.
  - Processed and approved credit applications from beginning to completion.
- Responsible to maintain accounts 90% current, review accounts for any discrepancies, assist customers with their complaints, transfer accounts current to new staff, assist co-workers when needed, and assist Supervisor with all outstanding accounts.
- Reviewed accounts to identify past due customers and determine proper course of action.
  - Processed customers' credit card payments on a daily basis.
  - Posted payments and issued credits to customers' accounts.
  - Processed and approved credit applications from beginning to completion

**ACCOUNTING ASSIST**

SEÑOR SNACKS - Pico Rivera, CA

January 2002 to October 2002

Pico Rivera, CA

January 2002 to October 2002

- Responsible for analysis, reconciliation and collecting of customers accounts, resolution of billing disputes and negotiations with customers.

- Interacted with sales representative to resolve customer's issues, such as pricing errors, double shipments, and other matters in order to guarantee customer satisfaction.
- Set-up credit accounts by ensuring all required documents have been received, including: credit applications, updated business licenses, credit reports and references.
- Reviewed accounts to identify past due customers and determine proper course of action.
- Processed customers' credit card payments on a daily basis.
- Processed and approved credit applications from beginning to completion.
- Assist the customer services department when needed.
- Reviewing commission reports for payment.
- Visit San Diego office for accounting issues & meetings
- Reconcile bank statements & make G/L entries if needed.
- Audit Timesheet with ADP report.
- Visit customer's with outstanding accounts.

## Education

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### **ASSOCIATE in ACCOUNTING & BANKING**

LOS ANGELES OCCUPATIONAL CENTER - Los Angeles, CA

2001 to 2002

## Skills

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- Microsoft Word, Excel, SAP, Tax Software, Quickbooks(online & desktop version), Alert(rental program) 10 key by Touch, Internet/Email (outlook), Preparing 1099's, Taxes reports, and prepare Business & Personal returns. (10+ years)
- Accounts Receivable
- Accounts Payable
- Journal Entries
- General Ledger Accounting
- Bank Reconciliation