

Oscar Ventura

Accounts Payable

Arcadia, CA 91077

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(626) 321-7721

Seeking a challenging position to apply my working experience in accounting and management.

#readytowork

Authorized to work in the US for any employer

Work Experience

Bookkeeper and Income Tax preparer

Liberty Tax Services - Los Angeles, CA

January 2016 to March 2020

Los Angeles, CA.

Position: Income Taxes and Bookkeeping.

Software: 1-2-3 Income Tax Software and QuickBooks.

Duties: Bookkeeping and Income Tax preparation for individuals and small businesses.

- Bookkeeping - Accounts Receivable and Accounts Payable.
- Income Tax Preparation - Electronic income tax filing.
- Payroll - Verification and entering employees hours.

Accounts Payable

Oz Computer Consulting Services - Los Angeles, CA

November 2013 to February 2020

Position: Accounts Payable.

Software: Sage and QuickBooks.

Duties: Full cycle Accounts Payable.

- Matching, Coding and Posting Invoices. Contacting Vendors. Preparing aging reports. Daily and Bi-Weekly check runs. Mailing payments. Filing.

Radio and Television Marketing - National and International Marketing Specialist

Cision - Chicago, IL

February 2009 to October 2012

Corporate Office in Chicago, Illinois.

Position: Radio and Television Marketing - National and International Marketing Specialist.

Software: Microsoft Word and Excel.

Duties: Monitoring marketing and advertising campaigns for local and national TV channels.

Translating TV News from Spanish to English: Recording and translating the local and national TV Spanish News. Posting my logs on Cision website on Microsoft Word format.

Accounts Payable Clerk

Gene's Plating Works, Inc - Los Angeles, CA

February 2003 to December 2008

Software: Mas 90 and Accpac.

Duties: Full Cycle Accounts Payable. Inventory. Assisting Controller with month end closing.

- Full cycle Accounts Payable - Matching, Coding, Posting invoices. Contacting vendors. Printing aging reports. Daily and weekly check runs. Mailing payments. Filing unpaid and paid invoices and performed other assigned general office duties.
- Performed monthly inventory in the warehouse and four plants.
- Assisted controller with Journal entries and with the preparation of month-end.

Education

Diploma in Business Information Systems

Wilshire Computer College - Irwindale, CA

A.S. in Business Administration

Glendale Community College - Glendale, CA

Skills

- Quickbooks
- Excel
- accounting
- Microsoft Office
- Microsoft Word
- Accounts Payable (10+ years)
- Customer Service
- Tax Experience
- Sage
- General Ledger Accounting
- Journal Entries
- Translation

Certifications and Licenses

PTIN

Present

Additional Information

Accounts Payable