

Amanda Lin
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OBJECTIVE

Seeking a challenging, long-term Accounts Payable Specialist position where detail-oriented and strong multitasking skills are utilized to further my career and best serve a company

PROFESSIONAL EXPERIENCE

Accounts Payable Specialist/Staff Accountant

2015-present

Summer Rio Corporation, City of Industry CA

- Processes billing and invoices to be paid and analyzes discrepancies
- Processes 3 way P.O. matching invoices and reconciles credit card bills with shipping fees
- Provides daily cash flow reporting for various bank accounts
- Prepares monthly journal entries
- Reconciles all balance sheet accounts
- Prepares month end closing and all documents for Financial Statements Review
- Prepares documentation for external auditor
- Manages other duties as assigned in Chief Finance Officer's absence

Executive Assistant to CFO/Accounts Receivable

2006-2015

San Chien International/3P Enterprise, Inc., La Verne CA

- Produced and distribute billing of 120 invoices monthly
- Managed and consistently monitor 22 bank accounts
- Applied 30 customer payments to invoices daily
- Reconciled 10 banks and 4 business credit card accounts
- Analyzed aging invoice reports and make collections from customers
- Prepared and e-file sales tax reports to Employment Development Department
- Managed the operations department in supervisor's absence

Accounts Payable

2003-2006

East and West Medical Group, Fullerton CA

- Reviewed 115 invoices monthly and processed check requests
- Reconciled vendor statements and corrected discrepancies
- Researched past due balances and vendor payment issues
- Monitored cash balances and assisted in month end closing

EDUCATION

Samra University, Los Angeles, CA

1996

Master of Science in Oriental medicine

Chihlee University of Technology

1986

Business Administration

SKILLS

- Proficient in MS Word, Excel, Outlook, PowerPoint, Access and Adobe Acrobat
- Proficient in Office Master System, MAS 90, MYOB System, QuickBooks
- Typing Certificate: 50 WPM 92% accuracy
- Bilingual in Mandarin (native language) & English (working professional proficiency)