

Yanina Menjívar

Los Angeles, CA

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213-246-6924

Ready to work

Authorized to work in the US for any employer

Work Experience

Accounts Payable Coordinator

SingerLewak - Los Angeles, CA

January 2020 to January 2020

- Generated invoices using Datafaction AgiLink and Excel.
- Corrected or noted errors within accounting records.
- Set up new customers and maintained customers' files.
- Maintained up-to-date the Datafaction system.
- Generated accounts receivable reports.
- Updated accounts receivable ledger.
- Applied payments to the proper account in the general ledger.
- Tracked accounts payable for proper payment to vendors.
- Ensured compliance with company policies and the law.

Accounting Clerk, Contractor

Alma Family Service, Monterrey - Park, CA, US

May 2019 to December 2019

- Prepared audit documents by collecting accounts payable and accounts receivable operating information.
- Processed checks for accounts payable using QuickBooks.
- Printed accounts payable checks.
- Created and updated vendors' records.
- Gathered and investigated invoices for accuracy prior to payment.
- Generated accounts payable and accounts receivable aging reports in QuickBooks.
- Researched and audited accounts payable discrepancies.
- Maintained the accounts payable filing system which included scanning documents.
- Prepared and entered billing adjustments for accounts receivable.
- Complied with company full cycle accounts payable/accounts receivable policies, procedures and Generally Accepted Accounting Principles (GAAP).
- 1099 maintenance. Requested W-9 form from vendors prior to paying invoices.

Accounts Payable Clerk, Contractor

Transwestern Commercial Services - Los Angeles, CA

April 2019 to April 2019

- Reviewed accounting records and financial data to check for accuracy.
- Received and coded vendors' invoices.

- Scanned and saved invoice files, bills, and checks in Yardi.
- Ensured generally accepted accounting principles (GAAP) were followed by gathering all necessary supporting documentation for purchases made.
- Prepared weekly payments in Yardi.
- Solicited and maintained up-to-date W-9 information for all active vendors.

Accounts Payable Clerk, Contractor

Monarch Landscape Companies

March 2019 to March 2019

- Maintained effective controls to prevent duplicate payments and input errors.
- Sorted and matched invoices.
- Maintained vendors' records in QuickBooks.
- Processed invoices for payments (coding, matching, and data entry).
- Verified discrepancies and resolved clients' billing issues.

Accounts Payable Clerk, Contractor

Special Service for Groups - Los Angeles, CA

October 2018 to February 2019

- Ensured compliance with established internal control procedures by examining records and documentation.
- Ensured all incoming accounts payable invoices were entered timely and accurately.
- Set up new vendors in QuickBooks.
- Used Adobe to maintain payable files organize, made sure all invoices were electronically attached and properly filed.

I was getting my Human Resources Certificate (PHR/SPHR)

California State University Dominguez Hills - Carson, CA

April 2018 to September 2018

Carson, CA (April 2018 - September 2018)

Order Entry Clerk, Contractor

SRO - Los Angeles, CA

March 2018 to March 2018

- In charged of making timely payments to vendors.
- Entered invoice/vendor statement information in the purchase order for payment in Yardi.
- Used excel to keep track of purchase order expenses and ran V-LookUp to make sure that the invoices amount matched with the orders.
- Communicated with managers to resolve inquiries, discrepancies or missing information in Yardi.
- Used Excel to create spreadsheets to track job orders.
- Reviewed files for job orders to ensure they were completed and in compliance with regulatory and audit requirements.
- Used Excel to keep track of inventory data to keep records up to date.
- Used Excel's V-LookUp to populate data in a "disposal datasheet."

Clerk, Contractor

Nordstrom - Los Angeles, CA

December 2016 to February 2018

Kept records and updated information in Excel spreadsheets for the accounting department.

- Used Excel V-LookUp to ensure accurate inventory for record keeping to make sure that the numbers in the system matched with the physical inventory.

Election Precinct Coordinator

Glendale - Los Angeles, CA

May 2010 to November 2016

- Supported 12 assigned Precincts located in Los Angeles and Glendale.
- Conducted inspections; ensured that the Polling Place was safe; free of hazardous objects; in compliance with legal and regulatory requirements.
- Responded to phone calls from precinct Inspectors to resolve trouble-shooting issues and provided supplies status.

Accounting Clerk

Housing Authority of the City - Los Angeles, CA

January 2009 to April 2010

- Reviewed and match invoices against receiving documents and purchase orders.
- Processed bill payment to vendors.
- Reconciled bills and accounts balance.1

Education

Certificate

California State University Dominguez Hills

May 2019

Bachelor of Science in Business

California State University Dominguez Hills

2018

Certificates in Accounting

Evans - Los Angeles, CA

June 2019

Skills

- Word (6 years)
- Excel (2 years)
- PowerPoint (3 years)
- IFS (Industrial Accounting System) (Less than 1 year)
- Datafaction AgiLink (Less than 1 year)
- Sage (1 year)
- QuickBooks (2 years)
- Yardi Voyager.
- Accounts Payable
- General Ledger Accounting
- GAAP