

# Nelda Costner

Long Beach, CA 90802

[neldacostner3\\_2po@indeedemail.com](mailto:neldacostner3_2po@indeedemail.com)

(714) 322-8485

#readytowork

Authorized to work in the US for any employer

## Work Experience

---

### **Accounts Payable Specialist**

Marvin Engineering (Accounting Principles) - Inglewood, CA

February 2019 to March 2020

Processing raw materials invoices for payment.

2 and 3-way matching

Interface with receiving, project managers, and vendors.

Resolve pricing issues with buyers.

Debit back vendors for quality issues

Ran weekly check runs

Liquidations of CIA and COD's (SAP)

### **Invoice Rate Verification Analyst**

PTS Staffing Solutions - Wilmington, CA

February 2017 to March 2019

Verifying invoices for billing accuracy.

Maintain process for verifying invoice rates.

Proactively interface with Procurement, Operations, and Finance Depts.

Resolve invoice pricing issues with vendors.

Document/log invoices, errors and savings.

Audit and reconcile questionable accounts.

Kept track of scrap metal and chemical calculations.

Variation and billing of chemical invoices.

### **Accounts Payable Clerk**

Yamaha Motors - Cypress, CA

February 2016 to January 2017

Processing inventory invoices for payment.

Processed invoices through Fast and SAP software.

Reconcile and research past due items for payment.

Working with buyers and warehouse personal to resolve inventory shortages and billing errors.

Assist in data input of expense reports.

Performed duties as required by the accounts payable dept.

## **Accounts Payable Clerk / Payroll Administrator**

Shur-lok Company - Irvine, CA

March 2015 to January 2016

Processing payroll for over 200 employees, Processing invoices for payment.

- Process by 3-way match and input over 1,100 invoices per week.
- Assisted in month end closing
- Researching past due invoices for payment.
- Run daily attendance report edit and correct in MAPICS, in preparation to e-time conversation.
- Prepare financials for 401K submissions on weekly basis.
- Process manual, severance and bonus checks thru ADP.

## **Accounts Payable Clerk**

Mazda North American Operations - Irvine, CA

July 2014 to November 2014

Processing invoices for payment, work as part of a team to support accounts payable dept. in all areas.

- Reconcile open liabilities from 2011 to 2014.
- Produced weekly check runs / Customer mediation check runs.
- Vacation fill in within the accounts payable dept.
- Wire and check request review via Oracle.
- Cleaning up the vendor master listing via SAP.

## **Senior Accounts Payable Specialist**

Transamerican Auto Parts Company - Compton, CA

January 2013 to July 2014

Assistant Accounts Payable Manager, supervised a staff of twelve.

- Generating weekly check runs and processing check requests on a daily basis.
- Producing weekly reports coincide with the check run.
- Transferring funds to the bank from the check run.
- Input of invoices on a daily basics.

## **Accounts Payable Specialist**

Uti - Long Beach, CA

October 2012 to January 2013

term expired

Heavy accounts payable processing to a multiple cost center structured environment. This role is part of the team responsible for

Providing timely and accurate financial support for enterprise functions.

- Responsibilities include receiving, processing and preparing invoices for approval and submissions.
- Perform administrative, office, and related support activities for multiple team members.
- Heaving scanning and electronic spreadsheet tracking.
- Preparing external Purchase Orders as needed, with spreadsheet related tracking.
- Raising and solving invoice queries. Maintain physical and virtual invoice, vendor and project files.

## **Credit Card Management Specialist**

Disney Resorts - Anaheim, CA

April 2012 to August 2012

Contract consultant position - term expired

Reviewing credit card transactions for the sole purpose of detecting on line fraud within the Disneyland ticketing website.

- Daily evaluating the use of credit card numbers, IP address, to detect the fraudulent purchases within the system
- Contributed to bi-weekly fraud meeting between Disneyland and Disneyworld to discuss trends in fraud.
- Designed and produced weekly and monthly Excel reports on potential loss and fraud results.
- Proficient at Management Software's - Galaxy, Accertify, Threat Metric

## **Customs Clerk**

De Well Logistics - Rancho Dominguez, CA

May 2011 to November 2011

Contract consultant position - term expired

Handled daily A/P processes; supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

- Managed the accurate and timely processing of up to 20,000 invoices (\$1M) per month and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Implemented next-generation technologies and process automations (including new EDI and ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary "go-to" troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.
- Instituted thorough cross-checking of pack-lists, receivers and invoices that halted a previous history of thousands of dollars in overpayments to suppliers.
- Renegotiated payment terms with dozens of suppliers/vendors from Net 7 to Net 60 days for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company's return to profitability.
- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Managed the Customs billing for overseas shipping. Verified billing from U.S. Custom to P & L statements for 5 divisions
- Match wire transfers to P & L statements, Prepare weekly forecast for wire transfers.
- Apply wire transfer to accounts payable system.
- Accounts Payable and bank reconciliations.
- Daily release of shipments, corresponding daily within divisions to resolve pending issues

## **Accounting Specialist**

Ajilon Finance - Torrance, CA  
April 2009 to May 2011

Contract consultant position - term expired

Assumed responsibility for the full cycle accounts payable process in temporary contract positions filling in for absent, vacationing or unfilled A/P.

- Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.
- Tested software for new system conversion, includes parallel testing.

Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.

- Operated financial computer systems and furnished senior company executives with A/P liability summaries and cash flow reports.

### **Accounts Payable Specialist**

Willdan Group - Anaheim, CA  
September 2008 to March 2009

Contract consultant position - term expired

Assigned significant accounting duties including accounts payable, expense reports, check runs, payment of invoices, proofing of checks and communication with outside vendors. Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control and compliance with tax requirements. Provided effective management of payables service to company wide organizations and served as primary backup to accounts payable manager.

- Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received.
- Produced and distributed 1099 forms.
- Processed accounts payable for 9 divisions within the company.
- Reconciling Accounts and Expense reports.
- Corresponding within divisions to resolve pending issues.

### **Collections and Credit Supervisor**

West Coast Sand & Gravel - Buena Park, CA  
November 2007 to March 2008

Contract consultant position - term expired

- Supervised a staff of 6 to updated customers files including revaluating credit lines of customers. Property Liens, Collections.
- Pulled Proof of Delivery tickets and billings to reconcile billing issues.
- Calculated timecards and expense reports.

### **Accounting Clerk**

Anna's Linens, Inc - Costa Mesa, CA  
March 2005 to June 2007

Company downsized - lay off

- Calculated timecards and expense reports.
- Managed all accounts payable functions, including matching, batching, coding, reconciling and correspondence to ensure payments to over 500 stores.
- Accounts payable coding, reconciling, and input of utilities, invoices and petty cash receipts for over 500 stores.

Monthly accruals for monthly period closing.

California Analytical Instruments  
Orange, CA June 2004 to March 2005  
Accounts Payable  
Contract position - term expired

- Performed diverse accounting duties, including accounts payable, accounts receivable, collections, expense reports, billing for a fast pace manufacture.
- Accounts payable coding and input of invoices, verify pricing, typing manual checks, bi-weekly check runs, expense reports.
- Credit checks and Collections

### **Accounts Payable / Buyer**

Compass Intl - Buena Park, CA  
June 2003 to June 2004

Contract position - term expired

- Performed check runs and intercompany billings for construction Supply Company including purchasing of construction materials.
- Accounts payable coding and input of invoices, verify pricing, typing manual checks, weekly check runs, monthly accruals, intercompany billing and payroll.
- Directly responsible for Billing, Purchase orders, confirming all ordered items where received

### **Accounts Receivable Specialist**

Tyco Valves & Control - Anaheim, CA  
April 2000 to May 2003

Collections

Company downsized - lay off

- Accounts Payable coding and input of invoices, verify pricing, issuing manual purchase orders.
- Performed intercompany billings and accruals.
- Review and evaluate customer credit lines. research and reconciliations on past due accounts and accounts payable
- Research and collections of uncollected accounts (aged more than 2 years) collected over \$37 million in delinquent receivables

### **Accounts Receivable Specialist / accounts payable**

Gem Products, INC - Garden Grove, CA  
1990 to 1999

Receivable

Company downsized - lay off

- Processed accounts payables averaging \$7.5 Million annually, including reconciling check runs and registers
- Process credit applications and conducted background references.
- Reduced 120+ balance of assigned accounts from 150K to less than 5k in the first 6 months.
- Collected receivables for 325 accounts totaling over \$32 million annually.
- Researched and reconciled over 50 uncollected accounts (aged more than 1 year), negotiated with customers and collected over \$150,000 in delinquent receivables.

## Education

---

### **Some college in Accounting**

Golden West College  
1985

### **Diploma**

Long Beach Poly High School  
1976

### **Cert in Graphic Design**

UC Irvine - Irvine, CA

## Skills

---

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- GAAP Standards & Government Regulations
- US Customs & Vendor Negotiations
- ERP, EDI & Financial System Technologies
- Records Organization & Management
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision
- Spreadsheets & Accounting Reports
- Credit Card / Computer Fraud / Payroll
- Bank Reconciliation
- Account Reconciliation

## Assessments

---

### **Data Entry — Highly Proficient**

May 2020

Entering data quickly and accurately.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3babc8ab7c72fe10a018b4acee3993b3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3babc8ab7c72fe10a018b4acee3993b3eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.