

Teri Houston

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To obtain a responsible and challenging position within an environment in which I can utilize my skills

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist /Staff Accountant

JRK Property Holdings - Los Angeles, CA

October 2018 to February 2020

- Processing Purchase Orders for Payment
- Expense Reports/Petty Cash
- Processing Invoices for Payment
- Asst with Deposits Refunds
- W9 and 1099's
- Reconciliations of Vendor History
- Month End Accruals/year End Close

Accounts Payable Specialist /Staff Accountant

MedMen - Culver City, CA

April 2018 to October 2018

- Processing Invoices for Payment
 - Manual payment request
 - Assist with the set up of new vendors via NAV
 - Answering Vendors Request As Needed
 - Recording Journal Entries
 - Assist With Inventory Invoices
 - Foreign Currency Drafts / ACH Transfers
- Reconciliations of Vendor History
- W9 and 1099's

Accounts Payable Specialist

GLOBAL ROAD ENTERTAINMENT

June 2008 to March 2018

JAM CITY, REDBULL, JOHN STEWART, CBRE, DOUGLAS EMMETT, E! ENTERTAINMENT, WARNER BROTHERS ENTERTAINMENT

- Processing Invoices for Payment
- Wire Transfers/ With holding

- Foreign Currency Drafts / ACH Transfers
- Set-up New Vendors Via Great Plains with W9
- Month End Accruals
- Audit Batches For Payment
- Updating Aging report
- Processing Purchase Orders With State Tax
- Cash Advance Request
- Full Cycle AP/ Batching/ Matching Coding
- Data entry of invoices
- Expense Reports
- Credit Card Payments
- Cash receipts-A/R printing invoices, Daily Bank Deposit,
- Reconcile payroll tax reporting after each pay run to ensure accurate filings by tax service provider
- ADP Reconcile Payroll reports to 941s and W-2s
- Perform hands-on full-cycle payroll duties for weekly check runs
- Basic knowledge of Garnishment processing Tax WithHolding

Accounts Payable Specialist

APTIVUM ONCOLOGY

December 2007 to June 2008

- Full Cycle AP/ Batching/ Matching Coding
- Expense Reports
- Updating Aging report
- Processing Purchase Orders With State Tax
- Updating vendor information
- Bank Reconciliations
- Recording Journal Entries
- Daily Bank Deposits
- Answering Vendors Request as Needed
- Asst with Patient Refunds

Junior Accountant

PARAMOUNT PICTURES ENTERTAINMENT

February 2006 to November 2007

- Processing Purchase Orders for Payment With State Tax
- Assist With The Annual Budget Process
- Account For The Purchase/Disposition Of Assets
- Set-up New Vendors Via SAP
- Answering Vendors Request As Needed
- Assist With Inventory List
- Updating Aging report
- Recording Journal
- Royalties for NY
- Trust Accounting System

Accounting Clerk

SONY PICTURES ENTERTAINMENT

December 2004 to February 2006

- Processing Invoices for Payment
- Entry of Invoice Header Data
- Entry of any corrections changes as required
- Barcode and batching invoices for scanning
- Wire Transfers
- Foreign Currency Drafts / ACH Transfers
- Assist with the set up of new vendors via SAP
- Marketing manual payment request
- Purchase Orders
- W9 and 1099's

Accounts Payable Clerk-Freight Billing

NATIONAL TRAFFIC CONSULTANTS

January 2004 to November 2004

- Data Entry
- Filing
- Issuing checks through an in-house system
- Processing returns requires
- Printing of all accounts payable reports
- Sorting mail on a daily basis
- Coding invoices-Freight Bills
- Daily deposits and assist in banking notes
- Answering phones
- Assist with the void checks process
- Provide copies of cancelled checks as requested

Education

Associate in Accounting / Finance

California State University - Los Angeles, CA

2014 to Present

Skills

- Epicor (10+ years)
- Excel (10+ years)
- Great Plains (9 years)
- MAS (10+ years)
- SAP (10+ years)
- Concur
- Invoice
- Accounts Receivable
- AP
- Accounts Payable
- Yardi
- Peoplesoft

- Sage
- Quickbooks
- Journal Entries
- General Ledger Accounting
- Bank Reconciliation
- Balance Sheet Reconciliation
- ACH

Assessments

Medical Billing — Completed

November 2019

Understanding the procedures and forms used for medical billing.

Full results: https://share.indeedassessments.com/share_to_profile/75967c7b0c6043f923482696e7b5040aead53dc074545cb7

Administrative Support — Completed

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/c066d2a8be268c00cf60ca6f7dc92944eed53dc074545cb7

Accounting Skills: Bookkeeping — Familiar

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/cf27455213f8e6bb7a1c34fdc3fac39d>

Work Style: Reliability — Familiar

May 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/67ba98088e284b7dfe8067eec76d8d03eed53dc074545cb7>

Accounting: Basic Principles — Completed

April 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/c8a4cc17779dce4e89874905244f1a5eed53dc074545cb7

Attention to Detail — Completed

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/bf75572b965810bd7e72b4e60487967aead53dc074545cb7

Problem Solving — Completed

January 2020

Analyzing relevant information when solving problems.

Full results: [https://share.indeedassessments.com/
share_to_profile/920d7e688da625460f642aed9fa4ada1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/920d7e688da625460f642aed9fa4ada1eed53dc074545cb7)

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

Additional Information

SOFTWARE SKILLS:

MAS 200, Syspro, Yardi, Great Plains, Oracle, PeopleSoft, SAP, QuickBooks, Epicor, MRI, Excel, Word and PowerPoint, Nexus, NAV, Concur, Netsuite, Workday, Trust Accounting