

Lidyze Hernandez

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Willing to relocate to: Los Angeles, CA - San Fernando Valley, CA - North Hollywood, CA

Work Experience

Treasury Analyst

Omni Hotels Corporation - Dallas, TX

August 2018 to Present

Administrator of the daily Cash Management functions, including daily electronic payment transfers, corporate level banking, merchant credit card setup and gift card administrator. Overseeing the company purchasing program

- Wire, EFT and ACH payments across different bank portals.
- Administer online banking platforms (primary administrator)
- Monitor and decision positive pay bank exceptions
- Perform "stop payments" for checks as requested
- Maintain banking records and working to ensure federal regulation compliance
- Daily check depositing through remote capture system
- Establish and close bank accounts as necessary

Accounts Payable Coordinator

Borden Dairy Company

March 2016 to Present

Perform comprehensive payable analysis by researching and resolving AP issues.

- Month end closing
- Monthly journal accrual reports
- Accrued sales tax reporting
- Reconcile outstanding credit card payments
- Employee expense reports through Concur system
- Providing support to Master Data department for new and existing vendors
- Monitor and resolve AP issues
- Provide AP system training to new employees
- Administer accounts payable department and recommend policies in payment procedures
- Assisting vendors to recover all overdue payments/reconciling statement
- Maintaining professional relationship with vendors and handle all inquiries from suppliers.
- AP full cycle and other accounting tasks as needed.

Key Achievements:

- Promotion was granted and recognized as employee of the quarter.

Accounts Payable Coordinator

Borden Dairy Company - Dallas, TX

November 2014 to August 2018

I was awarded as the employee of the quarter for my work ethics, payment accuracy and custom services.

Accounts Payable Associate

Borden Dairy Company

November 2014 to March 2016

Responsible for working closely with some business units, insuring that all invoices are accurate and paid in a timely manner.

- Review all invoices for appropriate documentation and approval prior to payment.
- Apply the proper general ledger (GL) coding to the invoice.
- Prioritize invoices according to cash discount potential and payment terms.
- Processing invoices - 3 ways matching.
- Reconcile vendor statements, research price/quantity discrepancies and take corrective actions to resolve discrepancy.
- Verifying reports are completed and accurate
- Correspond with vendors and answer inquiries as needed.
- Posting Journal entries and accruals at month end.

Key Achievements:

- Processed over 1000 invoices per Month ensuring accurate data.

Executive Assistant and Notary Public

Processing invoices for Maintenance department

2009 to 2014

assisting different departments as Executive office, legal, construction, payroll, accounting, real estate dept.

Assisting CEO's Secretary providing administrative department support, performing clerical and office support tasks as needed and assigned.

- Leasing agreements
- Power of attorney
- Declaration of facts
- Executive department coordinator
- Other offices Duties as requested

Key Achievements:

- Notary Certification 7/2013.
- Providing support to AP department and executive office simultaneously.

Merchandise Accounts Payable (2006 to 2008)

Processing invoices of domestic vendors, ensuring timely and accurate processing of payment.

- Receiving and reviewing purchase orders
- Filing purchase orders
- Verifying PO match exactly with invoice (Style, Unit Price, Quantities, total amount)
- Posting invoices into New Warehouse software
- Printing checks and matching with invoices

- Sending checks to vendors
- Managed 500+ full-cycle invoices accurately on a weekly basis.

Key Achievements:

- Promotion was granted to assist executive department

Accounts Payable Specialist

Processing invoices for Maintenance department - Los Angeles, CA
2006 to 2014

All invoices related to the maintenance of all USA stores for different services including remodeling, electricity, plumbing, air conditioning, miscellaneous repairs etc.

- Creating new vendors accounts with W-9 form
- Verifying all invoices contain executive approvals
- Review accounts payable ledger to ensure correct GL codes are correct
- Matching invoices with PO'S
- Processing Spreadsheets
- Uploading invoices and manual entries.
- Verifying reports are complete and accurate
- Providing payment information and answer all vendor inquiries
- Complete special projects and reports assigned
- Other accounting support tasks as needed and assigned

Key Achievements:

- Processed 500+ full - cycle invoicing on a weekly basis.

Education

Associate of Science in Accounting

Richland College - Dallas, TX
2016 to Present

Certificate

Richland College
2015

Skills

- 3 Way Matching
- Journal Entries
- Month End Close
- MS Office, Word, Outlook Express Power point, Excel (v-lookup, pivot tables)
- GAAP Standards
- Arriba
- JD Edwards
- AS/400
- Concur
- Lawson
- Escheatment

- Accounts Payable
- ACH