

Jannete Gurrola

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OBJECTIVE: To obtain an accounts payable senior position in an accounting firm that recognizes professional ethics, accounting skills, hardworking attitude and training in modern finance systems

EXPERIENCE

Accounts Payable Associate

Topson Downs of California, Culver City, CA March 2018-Present

Oversee concur and trained employees to submit payment request for all vendors. Arrange all ACH payments, and managed check runs.

- Reconcile credit cards
- Maintain aging report.
- Maintain all concur vendors
- Assists with monthly closing processes and communication with the finance/accounting department.
- Maintain AP mailbox
- Work directly with AP manager and accounting manager

Mighty Fine Inc., Los Angeles, CA September 2016-2017

Oversee a staff of two, while maintaining import and domestics accounts. Organize and implement procedure to pay process. Lead management and implementations of dynamics payments processing.

- Review A/P batches and GL Coding for accuracy
- Process Petty Cash
- Maintain Vendor master
- Assists with monthly closing processes and communication with the finance/accounting department.
- Supervise the distribution or mailing of signed checks as required
- Perform and oversee monthly vendor statement reconciliation
- Reconcile credit cards
- Maintain aging report.

Revolve Clothing Cerritos, CA May 2014-September 2016
Senior Accounts Payable Specialist

Interface with purchasing department in console, while entering an average of 250-450 invoices daily in Great plain. Work closely with accounts payable supervisor. Review expense report for proper coding. Assist with weekly check runs.

- Maintain AP mailbox for Revolve & Forward
- Set up wires and release wires to foreign vendor
- Maintain factors current
- Maintain aging report.
- Work directly with accounting supervisor and accounts payable manager.
- Process invoices for Revolves High end site, FWRD.

Accounts Payable Clerk

Merle Norman Cosmetics Inc. Los Angeles CA September 2013-May 2014

Assisted the accounting departments to complete various vendor account transactions, process employee expense reimbursements and ensure company guidelines are followed. Managed payments made by the company to 70-100 vendors and ensured the accuracy of the amounts entered in the records and invoices of the company.

- Received all vendor calls; sorted and responded to inquiries regarding payments and past due balances.
- Proficiently handle full-cycle accounts payable for over 100 vendors, with accountability ranging from weekly check runs, wire request, processing and GL coding to account reconciliation and allocation.
- Work directly with controller, CFO and Vice president by presenting all documents to proper managed for proper authorization and account coding.

Accounts Payable Specialist

West Coast Prime Meats LLC, Brea, CA January 2011-May 2013

Collaborate with managers on customer invoices on billing inquiries. Entered approved vouchers and invoices into accounts payables system. Instructed and trained other accounts payable associates. Resolved inventory issues in collaboration with vendors.

- Managed the accurate and timely processing of up to 600 invoices per month, and responsible for reviewing invoices and updating the status to accounts department for payment approval.
- Handle responsibilities of supporting accounts and financial department in monthly closing

- Perform the task of preparing and maintaining accounts payable reports and payable files

Office Manager

CJ Meats, LLC, Los Angeles, CA

May 2006- May 2010

Oversaw customer service, employee training, inventory control, cash management, discrepancy research, and processing of invoices. Manage office in the absence of upper management. Performed accounts payable/receivable; reconcile reports; order entry.

- Completed processing of up to 150 checks daily
- Selected to manage office in the absence of upper management
- Earned good performance reviews, highly regarded for accuracy and dependability.
- Managed all petty cash and office supply expense accounts.

Accounts Payable Assistant

Dutch LLC. Vernon, CA

September 2003- May 2005

Handled responsibilities of assisting accounting staff in record and Bookkeeping activities, and maintained file room.

- Assigned responsibilities of handling accounts payable functions like matching purchase orders for payment processing.
- Handled the task of distributing weekly payroll checks as well as providing support in various department tasks.

EDUCATION: East Los Angeles College
Associate of Arts - Criminal Justice

June 2014

- Business Administration
- Public Administration

California State University of Los Angeles
Bachelor of Arts - Criminal Justice (candidate) Business Administration

September 2015

- Criminal Justice
- Minor Accounting

John C. Fremont High School Los Angeles, CA

June 2003

High School Diploma

QUALIFICATIONS:

- Microsoft Office Suite
- PowerPoint
- Blue Cherry
- Cambridge
- Canopy
- Bilingual Spanish
- Microsoft Dynamics
- Concur
- AS400
- Great Plains
- QuickBooks
- GT Nexus

REFERENCES:

- Rozaida Embisan 310-818-9743 Accounts Payable Manager
- Este Chavez 323-712-0367 IT Director
- Jessica Torres 565-964-3873 Customer Service Manager
- Laura Rojas 323-514-9540 Office Manager
- Ferry Boeing 626-641-5359 Accounting Manager