

Willie Tenner

Hemet, CA 92544

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(346)812-6909

Motivated, personable business professional Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Specialist

STRATEGIC MATERIALS INC - Houston, TX

August 2018 to September 2019

Nexcycle/Strategic Materials-

Nescycle-Process invoices, expense report and company bills, code invoices Prepare for weekly payments, Assist with monthly closing accruals, journal entries, and re-class as well as run weekly and month reports. Prepare and print 1099's for IRS deadlines.

Strategic Materials, CA -Audit and process CRV (Califorina Redeemtion Value) for weekly payment, checks and ACH payment, Research document, and WPO that has errors in them,

Strategic Materials, TX-Process CRV, handle payment for Freight Companys and Landfill Companys

Account Payable Specialist

Accountemps Service-Loma Linda Medical Center - Loma Linda, CA

October 2011 to January 2012

LLMC-Finance Department Inputs invoices that are matched to a purchase order into accounts payable system. Validates invoices for scanning into document management system. Validates data fields for computer input, enter customer reimbursement payments, expensive reports, match check copies with invoice.

Account Payable Specialist

EDGE Development, Inc - Temecula, CA

December 2010 to September 2011

Daily AP, Match PO's to invoice, enter into Timberline, Daily sort accounting mail received stamp in run weekly checks for all approval PO's after matching to vendor invoice. Analyze monthly credit cards expense for all open job sites and credit card holder, verify charges for credit cards and expensive reports. request month end prelim releases (conditional progress and unconditioned progress releases) from vendor that prelim on a job site, track on month spreadsheet.Set up new vendor in system and fill out and fax credit application for request for company credit, request W-9 and Insurance as required. Handle special task or request by Controller

Education

Associate in Accounting

Cal Poly College - Pomona, CA

Skills

- Correspondence in office and Emails General office skills, Computer Savvy, Microsoft Office Windows
- 95 thru 2007. Mas 90/200/500 Great Plains, Timberline, ACC PAC, Enwis Quick-books Typing and 10key, Detail oriented. Knowledge in General and Construction Accounting.
- Accounts Payable
- Account Receivable
- Billing
- Customer Service
- Report Preparation
- Written
- ACH
- General Ledger Accounting
- General Ledger Reconciliation
- Bank Reconciliation
- Account Reconciliation
- Journal Entries