

# MaryJane Avis

## **JR. Accountant**

North Hills, CA 91343

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Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

## Work Experience

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### **Pediatric Care Physician**

Pediatric Care Physician - Encino, CA

June 2017 to Present

#### Medical Biller

- \* Posting insurance EOB payments to patients accounts
- \* Posting charges into data base
- \* Processing and generating patient statements
- \* Verifying insurance eligibility and benefits
- \* Collections, resubmission and claims status

### **Account Receivables Specialist**

AJL Global Logistics - Burbank, CA

November 2014 to August 2016

- \* Cross-checking accuracy of invoices with price list and requisition forms before posting them to clients
- \* Compiling purchase orders, performing billing processing and communicating with clients
- \* Troubleshooting and resolving issues of discrepancies of billed amount on invoices
- \* Maintaining billing files, payment received, and payment pending files on clients' name
- \* Performing cash collection and account reconciliation and working closely with the credit department
- \* Posting payments to customers accounts

### **Junior Accountant & Assistant Human Resources**

Rock West Technology Group Inc - Glendale, CA

May 2007 to February 2014

- \* Account Receivables and Account Payables processing.
- \* Direct contact for customers vendors regarding payments issues
- \* Maintains monthly credit report which identifies daily GL entries
- \* Organize monthly sales commission report and bank reconciliation
- \* Benefits assistance (Medical, Dental, Vision and 401k plans)
- \* Organize payroll Entry, Batch Entries, payroll transmittance and registration
- \* Track and maintain record of time off balances for each employee
- \* Reconciles general and subsidiary bank accounts by gathering and balancing information.

\* Secures financial information by completing database backups; keeping information confidential.

## Education

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### **Diploma in Medical Billing and Insurance Coding**

UEI College

2017

### **Certificate**

Bryman Career College

1992

## Skills

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- Immunization
- Pediatrics
- EEG
- Accounts Payable
- Invoice
- Accounts Receivable
- AP

## Links

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<http://yahoo.com>