

Cari Wright

Los Angeles, CA 90046

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Authorized to work in the US for any employer

Work Experience

Receptionist

GUESS ?, INC

January 2020 to April 2020

- Greeted all incoming guests and clients and alerted appropriate personnel for meetings.
- Ensured lobby ambiance matched executive staff's desires for brand presence.
- Answered multi-line phone and directed calls. Distributed lunch vouchers and ID badges.
- Managed scheduling for 12 conference rooms for internal and external vendor meetings.
- Worked with staff hiring managers and recruiters to coordinate scheduled interviews for candidates.
- Coordinated pickup of samples for clients and personnel. Housed samples for pickup by delivery services.
- Created and distributed daily and weekly Excel reports for onsite cafe voucher tracking. Coordinated with cafe manager for reconciliation of reports.
- Processed daily and weekly absence report to track employee sick time in lead receptionist's absence.

Staff Accountant

GHP MANAGEMENT INC

August 2019 to January 2020

- Prepared accrual and reclass journal entries monthly with additional requests from the accounting manager, property manager, regional property manager, and vice president for preparation and distribution of financial reports.
- Completed bank reconciliations for 10+ bank accounts, coded payables, entered invoices, and printed checks.
- Coordinated and performed month-end close for 6 properties.
- Scanned and deposited income checks received, handled issues regarding online rent payments including resetting passwords, deleting accounts, and locking accounts. Processed NSF's, bank charges, late fees, and write offs.

Digital Media Billing Analyst

SONY PICTURES ENTERTAINMENT-Sony Crackle and CSS Entertainment

March 2018 to July 2019

- Created monthly billing based on 1st or 3rd party reporting and insertion order parameters for each campaign.
- Prepared month end revenue accruals and adjustment and flat fee reports for the accounting department.

- Reviewed and approved invoice design and formatting based on the insertion orders for each campaign.
- Served as liaison between account service managers and invoicing and accounts receivable departments.
- Created reseller invoices for monthly amounts based on internal and external reporting.

AP Coordinator (Contract)

STUN CREATIVE - Los Angeles, CA
December 2017 to March 2018

Entered all invoices and credit card charges, reconciled company credit card statements, fielded calls from vendors regarding payments. Processed time sheets and petty cash reconciliation.

Office Administrator and Bookkeeper

THE SOBEL COMPANY - Beverly Hills, CA
September 2017 to December 2017

- Part time (32 hours/week)
- General bookkeeping including accounts payable and construction draws per project budget.
- Answered all incoming calls, checked voicemail, and routed calls to correct contact.
- Sent overnight packages, prepared mail, and ordered supplies. Scheduled travel, coordinated transportation, secured rental accommodations for employees.

Firm Administrator and Bookkeeper

KRAFT ENTERPRISE SYSTEMS - Nashville, TN
January 2017 to August 2017

- Audited hours entered by partners for accuracy to create and send billing invoices to clients twice monthly. Entered new client profiles in NetSuite/Oracle.
- Accounts payable, aging report and collections, month-end close tasks such as journal entries, running reports for final figures, and bank reconciliations. Scanned checks and reported cash balance twice weekly.
- Filed and paid 3 state sales and use tax forms online.
- Managed C-Level executive calendars and coordinated catering for meetings and team event planning. Updated and completed employee files, birthday and anniversary celebrations, ordered supplies, and restocked kitchen.
- Supported CFO and other C-level executives as needed.

Bookkeeper

BUSINESS MANAGEMENT SERVICES - Los Angeles, CA
September 2016 to November 2016

Short Term Work

Accounts payable, accounts receivable, client billing, and posted deposits. Scheduled and maintained CEO's calendar and schedule.

Senior Accountant

GHP MANAGEMENT INC. & GH PALMER AND ASSOCIATES
January 2011 to September 2016

- Entered journal entries, completed bank reconciliations for 20+ bank accounts, and month-end close. Prepared and distributed financial reports. Reported directly to the CFO and liaised with the CPA and bank personnel.

- Generated reports as requested and deposited income checks received. Handled issues regarding online rent payments, including resetting passwords, deleting accounts, and locking accounts. Processed NSF's, bank charges, late fees, and write offs.
- Scanned checks and transferred funds, set up and initiated wire transfers, and created the corresponding bills.
- Promoted from Accounts Payable Specialist in February 2012. Duties in that position were as follows:
 - Coded and entered invoices for properties and corporate office. Processed and printed checks for up to 21 apartment complexes.
 - Assisted with entering payroll from time sheets. Set up vendor profiles and generated the 1099s for the entire portfolio. Implemented new invoice filing system for all properties.

Temporary Work for Prestigious Investment Firm

ZIMMERMAN & ASSOCIATES - Los Angeles, CA

July 2010 to September 2010

Receptionist

Assistant Manager/bookkeeper

Broadcast Center Apartments - Los Angeles, CA

February 2007 to February 2010

- Handled various resident issues, accounts receivable, accounts payable, leasing apartments for luxury residential apartment building, 269 units.
- Assisted the community manager using Focus software and restructured accounts payable department with new Epro software, streamlining invoice payments.
- Handled eviction notices and all court appearances.
- Collected all rent monies with a bonus structure and would consistently meet deadlines/goals every month.

Bookkeeper

Fineman West & Co - Beverly Hills, CA

2005 to 2007

Accounting Manager

St. Paul Christian Academy - Nashville, TN

2002 to 2005

Education

BSBA degree in Accounting

Lipscomb University - Nashville, TN

BSBA in Data Processing and Quantitative Analysis

University of Arkansas - Fayetteville, AR

Skills

- Microsoft Excel

- Word
- Office
- Outlook
- QuickBooks
- Yardi
- NetSuite/Oracle
- ProfitStars
- RentCafe and various banking website interfaces. Windows 7 and 10
- Internet Research
- Type 60 wpm
- 10-key by touch (10, 000 ksph). Strong organizational skills
- detail oriented
- excellent communication skills.
- Bank Reconciliation
- Journal Entries
- General Ledger Accounting
- Journal Entries
- Bank Reconciliation
- General Ledger Accounting
- Property Management
- Accounts Payable