

Victoria Ngov

Alhambra, CA

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#readytowork

Authorized to work in the US for any employer

Work Experience

Accounting Clerk

The Law Office of Harris and Zide - South Pasadena, CA

December 2015 to March 2020

- Participates in streamlining internal department procedures regarding accounting department processes and functions to streamline workflow and minimize errors.
- Assists in the reconciliation of costs and commissions.
- Resolves errors and discrepancies regarding vendor invoices.
- Streamline payment reconciliation process in order to properly code and dismiss client accounts and to catch errors in payment posting process.
- Handles and processes payments through quality customer service and research.
- Help management in research and work paper compilations for client audits.
- Processes costs and payments on a daily basis in order to remit collected monies back to clients.
- Cost reconciliation for vendor invoices in regards to payments for client reimbursement and vendor cost disputes regarding account payable and credit reimbursement from client.
- Audits client accounts in order to resolve posting errors, update ledgers and files regarding payment arrangements, and to facilitate better research in order to ensure that accounts are dismissed in a timely manner once payment arrangements have been fulfilled by consumers.
- Cooperates with clients and consumers in order to send return and refund letters regarding overpayments and closed accounts.
- Bank reconciliations of client accounts.

Cashier and Kitchen Assistant

Great China Express - Ontario, CA

December 2006 to March 2020

- Bookkeeping and Cash ledger maintenance in order to keep track of daily revenues and sales tax.
- Audit books for inconsistencies.
- Designed spreadsheet for the owners to keep track of daily cash receipts, credit sales, and sales taxes to streamline accounting and bookkeeping process, to track trends in sales across the regular calendar year and to maintain consistent financial records for recording keeping purposes.
- Provide customer service and customer conflict resolution.
- Performed cashier duties.
- Credit card reconciliation of monthly credit card transactions

Education

B.S. in Business Administration

California State University - Los Angeles, CA

June 2014

Skills

- Accounts Receivable
- Accounts Payable
- Tax Preparation
- Taxation
- Quickbooks