

# Margarita Perez

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(818)203-7022

To acquire an Accounts Payable position in a well known company that offers opportunities for growth and advancement.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Senior Accounts Payable Specialist**

PSI Services, LLC - Glendale, CA

June 2013 to February 2020

- \* Input high volume of invoices in NetSuite Accounting System and DocuPeak (Automated Document Management Solution).
- \* Responsible for processing and paying invoices for 200 Test Centers making sure that proper payment method is being executed (Check, Wire, or ACH).
- \* Select invoices for payment weekly based on due date.
- \* Process an average of 1,500 Checks Monthly.
- \* Respond inquires from vendors.
- \* Analyze vendor statements.
- \* Set up new vendors
- \* Process Annual 1099-MISC
- \* Maintain over 200 Rent Leases
- \* Assist and Coach 5 AP Specialists (One in house and four remote)
- \* Assisted on the implementation of Docu Peak (Automated Document Management Solution).

### **Senior Accounts Payable Lead**

Fruit Growers Supply Co - Sherman Oaks, CA

2003 to 2012

- \* Assigned vendor numbers and General Ledger accounts to miscellaneous invoices.
- \* Input high volume of invoices in SAP Accounting System. (150 invoices a day)
- \* Generated Accounts Payable Journal checking for accuracy against invoices before cutting checks.
- \* Released Accounts Payable vouchers for payment ensuring proper due dates and discounts.
- \* Processed checks weekly.
- \* Responded to heavy volume of telephone inquires from vendors.
- \* Processed employees' expense reports.
- \* Analyzed vendor statements.
- \* Assisted Accounts Payable clerks in problem solving.
- \* Reconciled A/P month end report.
- \* Supervised 2 people.

## **Accounts Payable Clerk**

Ajilon Financial Services - Burbank, CA

2002 to 2003

- \* Processed all miscellaneous vendor invoices.
- \* Checked invoices against daily Accounts Payable Journal.
- \* Matched vendor invoices to purchase orders and packing slips.
- \* Responded to Vendor's inquiries.

## **Accountant II**

Sunkist Growers Inc - Sherman Oaks, CA

1997 to 2002

- \* Prepared daily bank deposit.
- \* Assigned general ledger accounts to miscellaneous checks.
- \* Posted daily cash receipts.
- \* Issued stop payments
- \* Processed and mail invoices identifying delinquent accounts and insufficient payments.
- \* Maintained Accounting Ledgers by posting accounts transactions.
- \* Resolved accounts discrepancies by analyzing transactions.
- \* Scheduled and prepared disbursements obtaining payment authorization.
- \* Contributed to team effort by accomplishing related results as needed.
- \* Assisted Accounting Manager with special projects.
- \* Respond to heavy volume of Packing House's Inquires regarding Payments.

## Education

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### **High school or equivalent in Accounting**

Colegio Miguel Hidalgo

September 1985 to June 1988

## Skills

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- Experience with JD Edwards, SAP, QuickBooks, NetSuite, DocuPeak, and AvidXchange. Good Organizational and time management skills, strong research abilities, bilingual in Spanish.
- Microsoft Excel
- Data Entry
- Microsoft Word
- Accounting
- Accounts Payable
- General Ledger Reconciliation
- General Ledger Accounting
- Account Reconciliation
- Bank Reconciliation
- Accounts Receivable

## Assessments

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## **Verbal Communication — Highly Proficient**

February 2020

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c046e8ec60422287465013a7ef23236eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c046e8ec60422287465013a7ef23236eed53dc074545cb7)

## **Accounting: Basic Principles — Familiar**

February 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/10039bba7746f825b77fb85fca87b910eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/10039bba7746f825b77fb85fca87b910eed53dc074545cb7)

## **Attention to Detail — Highly Proficient**

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dade64cf414d3dc046c493c49118c6f9eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dade64cf414d3dc046c493c49118c6f9eed53dc074545cb7)

## **Accounting Skills: Bookkeeping — Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cfb14df6bf01afaae7b3f85495f918c6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cfb14df6bf01afaae7b3f85495f918c6eed53dc074545cb7)

## **Accounting Skills: Bookkeeping — Proficient**

May 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/880490c11fe655c0077162784dcbaa1ceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/880490c11fe655c0077162784dcbaa1ceed53dc074545cb7)

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