

Evangeline Reonisto

Accounts Payable Manager - Unger Fabriks

La Crescenta, CA 91214

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(818) 279-5409

A competent professional with more than thirteen years in experience from a demanding accounts payable supervising role. Close attention to detail and problem-solving skills result in a significant reduction in transaction issues. Proactive approach evident in extensive upgrade of control procedures and improved audit results. Proven ability to establish good working relationships with diverse vendors and service providers.

Present Job Responsibility at Unger Fabriks

- Match vendor invoices against receiving report and PO's, contact vendors for missing invoices
 - Code invoices with the appropriate GL code, enter coded invoices into MAS90
 - Process annual Form 1099 for all contractors
 - Maintain vendor W-9 file
 - Analyze aging report, prioritize vendor payment in coordination with cash flow and Controller approval
 - Coordinate payment of vendor
 - Work with external auditors as needed
 - Reconcile and pay all Company credit cards
 - Supervise Accounts Payable Staff
 - Assist the Controller in preparing wire transfer payments and payment applications
 - Back-up Accounts Receivable personnel as required
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- Communicate with all departments on reconciliation and analysis of vendor chargebacks and appropriately applying all credits against vendor accounts
 - Troubleshoot and resolve any issues arising from deficiencies with all vendor accounts
 - Prepare all invoices to be wired each week and initiate the wire transfers as requested
 - Assist in semi-annual physical inventories
 - Maintain and reconcile assigned accounts payable in a timely and accurate manner
 - Interact with vendors regarding reconciliation of their accounts
 - Accurately prepare and send the wire transmittals for China and Mexico QC's
 - Pay all China contractors, must ensure all chargeback's and problems are resolved prior to sending payment
 - Manage subordinates in the accounts payable department both local and international

#readytowork

Work Experience

Accounts Payable Manager

Unger Fabriks - Los Angeles, CA

January 2005 to Present

A half a billion company with assets from both local and international apparel industry.

Accounts Payable Specialist

Tehama Golf Apparel Inc - Glendale, CA

July 1999 to December 2004

Accounts payable specialist of a golf apparel company.

Education

Bachelor of Science in Commerce in Accounting

DOMINICAN UNIVERSITY

June 1981

Skills

- Accounts Payable
- General Ledger
- AP