

Shalena Perkins

Buena Park, CA

shalenaperkins4_p7b@indeedemail.com

657-222-7213

Work Experience

Accounts Payable/Receivable Clerk

Velocity Truck Center - Whittier, CA

January 2019 to Present

Review invoices for appropriate documentation and approval prior to payment • Process and enter invoices

- Prioritize invoices according to cash discount potential and payment terms
- Process check, credit card, purchasing card and ACH "Direct Deposit" requests, matching invoices with document control
- Audit and process credit card bills, matching receipts with the credit card bill
- Match invoices to checks or ACH requests and obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Track and monitor selected expense items and provide reports as requested
- Calculate sales and use tax
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Process and Maintain long-term vendor contracts and work orders including document control
- Sort and distribute incoming mail • Assist in month end closing
- Fixed asset maintenance and review
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Interact with customers to resolve outstanding issues

Office Manager/Human Resources/ accounting

California Traffic Control - Long Beach, CA

February 2018 to January 2019

Long Beach, CA

Account Payable/ Accounts Receivables/ Payroll (Temporary)7/2018 - 1/2019

- Lead daily accounts payable operations for vendor using quick books.
- Define accounts payable policies to ensure visibility and accountability in all AP functions.
- Recruit, supervise, train, and mentor a team of eight accountants and junior accountants.
- Monitor and manage timely payments to third-party service providers.
- Liaise with finance teams on long- and short-term cash flow management.
- Recommend accounting strategy improvements to senior management.
- Work with external AP/AR teams as needed.
- Uncovered and recovered \$1000 in overpayments caused by database errors.
- Cut error rates down to zero by correcting database issues and instituting new policies.

- Expanded the accounting team by 17 new hires to support rapid business growth.
- Maintains payroll information by collecting, calculating, and entering data using prevailing wages union and non-union rates.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information. Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes. Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintained payroll information by collecting, calculating, and entering data.
- Determined payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and worker's compensation payments.

Payroll Clerk / Accounts payable

Patriot Paving - Anaheim, CA

July 2017 to January 2018

- Processes -weekly payroll with PV rates
 - Maintains a customer service focus and customer-centered approach when dealing with employees at all levels of the organization.
 - Maintains all payroll files. Creates, maintains and distributes annual payroll calendar.
 - Audits payroll records, corrects errors, and partners with HR team to coordinate any internal communication processes.
 - Processed 400 invoices weekly.
 - Matched purchase orders to invoices and entered invoices into computer.
 - Reconciled processed accounts payable by verifying entries and comparing system reports to balances.
- Charged expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Paid vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation; ensuring credit was received for outstanding memos, issuing stop-payments or purchase order amendments.
 - Paid employees by receiving and verifying expense reports for advances; prepared checks.
- Maintained accounting ledgers by verifying and posting account transactions.
- Verified vendor accounts by reconciling monthly statements, entering new or updating vendor names and data.
 - Reported sales taxes by calculating requirements on paid invoices.
 - Provided accurate document preparation and records management in accordance with policies and procedures.
 - Protected organization's value by keeping information confidential.
 - Updated job knowledge by participating in educational opportunities.

Accounts Payable/Receivable Clerk

City Ventures - Irvine, CA

June 2013 to July 2017

- Full Cycle Accounts Payable processing over 500 invoices weekly, using quick books.
- Verified that invoices, check requests and expense reports were correctly coded to general ledger and approved.
- Assigned GL account coding to invoices and obtained proper backup and approval.
- Researched prior/past due balances noted on invoices to determine if paid or not; if not yet paid, contacted appropriate parties to ensure backup was obtained and put through normal review and approval process to ensure outstanding balances were resolved appropriately and timely.
- Verified construction and development invoices included appropriate lien releases, amounts billed agree to committing documents and the work has been approved by the appropriate construction manager. Assisted with tracking preliminary lien notifications.
- Maintained all accounts payable files, including weekly filing of paid invoices.
- Researched and resolved accounts payable discrepancies, questions and issues to ensure prompt and appropriate payment to vendors/subcontractors.
- Excelled in role requiring the ability to handle a variety of customer service and administrative tasks

and resolve customer issues with expediency. Managed schedules, appointments, travel, conference calls, greeted visitors.

Education

Associate in General Education

Cypress College - Cypress, CA

Skills

- Accounts Payable
- Invoice
- AP
- Accounts Receivable
- Concur
- General Ledger Accounting
- Account Reconciliation
- Document Management
- ACH
- Sage

Additional Information

Over five years in the construction/development Industry. Strong attention to details. Deadline driven, proactive and can adapt quickly into most environments. Work well under pressure. Professional, efficient, accurate with outstanding time management skills. Team player and excellent organizational

skills. Work well independently with very little supervision. Adapt very quickly to most environments. Microsoft Office, Word, Excel, Outlook, Sage, New Star Yardi.