

Carlos Lara

Business Professional/Accountant

Los Angeles, CA 90015

carlosisaiaslara9_ztx@indeedemail.com

213.503.0554

Authorized to work in the US for any employer

Work Experience

Account Manager

Armanino LLP - Los Angeles, CA

July 2018 to July 2019

- # Review mail, email, and other communications for actionable items such as income checks, invoices, notices, etc.
- # Review & pay clients' bills
- # Make and record bank deposits
- # Prepare wire transfers
- # Prepare bank reconciliations
- # Assist with payroll taxes, deposits and returns
- # Prepare cash flow balance and transaction reports and send to clients
- # Prepare credit applications (mortgages, autos, etc.) and collate backup account statements
- # Communicate with various vendors
- # Review ledgers for accuracy
- # Review Year-end tax package for accountants
- # Review and assist with payroll taxes, deposits and returns

Production Accountant

Havas Edge - Hollywood, CA

August 2017 to July 2018

- # Manage production budgets for production shoots, via production budgeting software, including helping to create estimates, input actuals, performing what-if scenarios, and reporting actuals in real-time.
- # Administering payment of LA production expenses including facilitating payments. Filling out and submitting Purchase Orders to Accounting in Portland to pay.
- # Analysis as needed as well as revenue forecasting for production
- # Setting up new worker/freelance contracts
- # Review, summarize and submit employee timecards
- # Establishing vendor relationships and managing terms and bids
- # Help with Wrap folders as needed
- # Manages use of production credit card to help pay for travel or internet purchases
- # Reconcile Petty Cash floats per project
- # Assist with facility needs and higher end office management requirements.
- # Liaison with corporate accounting and finance

Revenue Accountant

Studio 71, LP - Beverly Hills, CA
October 2016 to August 2017

- # Responsible for deferred revenue and participation accrual reconciliation
- # Analyze revenue transactions, prepare accounting journal entries, schedule and record revenue and related participation activity as part of the accounting close process
- # Directly support the activities of the Revenue Manager and other members of management team
- # Assist with the preparation of monthly margin analyses by revenue stream

Timekeeper/Cost Accountant

J.T. Thorpe & Son, Inc. - La Mirada, CA
September 2016 to October 2016

- # Set up project details and records, e.g. expenses and worker time for payroll
- # Track project cost; provide reports to project managers on-site
- # Reconcile worker time logs with payroll records to determine total project labor expense
- # Coordinate logistics for time submissions with project Superintendent and Job Supervisors

Accountant

Enterprise Vision Technologies Inc.
December 2015 to September 2016

Responsibilities

- # Invoice purchased orders
- # Post payments received from customer and vendors; communicate same to sales teams
- # Spearhead initiative to automate reports for sales and profits
- # Maintain and track Accounts Payable

Accounts Receivable Associate

Giumarra Companies - Los Angeles, CA
August 2015 to December 2015

- # Review Aging reports and contact customers for collection on outstanding invoices
- # Evaluate bank transmittals and assign to appropriate receiving entity; post payments accordingly to company ledgers
- # Assist customers with inquiries regarding invoicing

Skills Used

Organizational
Accounting
Adaptable Learning Curve

Business Manager

Westside Family YMCA - Los Angeles, CA
May 2013 to June 2015

- # Prepare and pay invoices and employee expenses in a timely manner
- # Increase rate of collection of outstanding invoices to over 75% and up to 95%
- # Prepare cash reports and report items to headquarters for accurate reconciliation
- # Maintain accurate ledgers through processing of various database items
- # Decrease Bad Debt expense to its lowest amount (\$400) in recent years
- # Provide excellent customer service through effective communication to member base

- # Assist in creating and working closely with new position in Membership Department to assist with collection of outstanding membership payables
- # Analyze various reports to ensure accurate billing and registrations; counsel staff as appropriate
- # Coordinate and implement switch in membership software
- # Create reports to analyze data between monthly draft of dues to address discrepancies in charges from month to month
- # Serve as official Business Manager for the branch

Corporate Restructuring And Financial Consultant

Kurtzman Carson Consultants - El Segundo, CA

November 2008 to March 2012

- # Effectively led administration and maintenance of bankruptcy cases across varied industries with fluctuating deadlines and important dates affecting clients and creditors alike
- # Directed and supervised support staff on several of KCC's active corporate restructuring engagements
- # Prepared external claim reports for the bankruptcy courts and as requested by clients
- # Assembled data in preparation of filing of Schedules of Assets and Liabilities and Statement of Financial Affairs; electronically filed same

Project Manager

Kurtzman Carson Consultants

September 2007 to November 2008

- # Served Consultants and functioned within legal noticing procedures ensuring accurate claims processing and timely production and distribution of creditor notices and time sensitive case documents
- # Effectuated and/or rejected notices of transfer and draft letters to affected parties

Member Service Representative

Westside Family YMCA

July 2007 to April 2008

- # Provided superior customer service with efficient processing of memberships and related procedures and multi-tasking to meet members' various needs
- # Strengthened membership sign-ups and retention by maintaining a safe and friendly environment

Education

Business Administration

Los Angeles Pierce College

August 2012 to June 2013

Bachelors of Arts in Philosophy

University of California - Santa Barbara, CA

September 2004 to June 2007

Skills

- Bilingual (10+ years)
- Speedy Typist (10+ years)
- Great Plains (Less than 1 year)
- Quickbooks (1 year)
- Oracle
- HTML (2 years)
- Customer Service (10+ years)
- Project Management (2 years)
- Office Applications (10+ years)
- Supervising (2 years)

Certifications and Licenses

QuickBooks

Present