

Rita Grigorian

Accounting Payable Clerk I - Apex Energetics, Inc

Glendale, CA 91201

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818-632-7056

Self-motivated accounting clerk ordering a strong work ethic and determination to complete tasks in timely manner. Accurate and detail-oriented with extensive clerical knowledge.

Work Experience

Accounting Clerk I

Apex Energetics, Inc - Irvine, CA

January 2011 to Present

- Creating and maintaining vendor accounts as needed.
- Maintaining accounts payable tax status by obtaining W-9 forms.
- Reviewing validity and accuracy of invoices received from vendors.
- Processing invoices and payments for vendors.
- Running AP Aging reports to ensure timely process and payment of invoices.
- Communicating with vendors in order to maintain their accounts, obtain invoices and credit memos and request adjustments in case of errors.
- Preparing AP related reports per management request in Microsoft Excel, Word and system implemented software.

Dispatcher/Billing / Invoicing

GSI Transportation, Inc - Glendale, CA

September 2008 to October 2010

Glendale, CA September 2008-October 2010

Dispatch/Invoicing

- Managed bi-coastal routes for several trucks.
- Monitored and maintained daily cargo for various trucks.
- Processed invoices, bills and all cash and non-cash payments.
- Managed employees and handled personal issues relating to staff conflicts.

Dispatch/ Billing /Invoicing

Blue Bird Transportation - Glendale, CA

October 2006 to August 2008

Dispatch/Invoicing

Clerk/Invoicing

K&K Tabletops, Inc - Los Angeles, CA

July 2004 to September 2006

Clerk

Sears - North Hollywood, CA

January 1997 to July 2004

Education

Certificate

Glendale Community College - Glendale, CA
2002

Skills

- Accounts Payable (8 years)
- Billing (4 years)
- accounting
- Payroll
- credit
- Accounting Software
- General Ledger Reconciliation
- Sage
- Microsoft Dynamics GP
- General Ledger Accounting

Additional Information

SKILLS AND QUALIFICATIONS

- Knowledge of Sage CRM and Great Plains.
- Excellent knowledge of Sage AccPac, Microsoft Dynamics GP and Sales Pad Accounting software.
- PC proficient and able to thrive in fast-paced setting.
- Advanced computer skills on Microsoft Excel and Word.
- Knowledgeable and proven working experience as Accounts Payable Clerk.
- Strong interpersonal, verbal and written communication skills.
- Ability to multi-task, work under pressure and good time management skills to meet deadlines required.
- Fluent in English, Armenian and Farsi.
- Managing credit card accounts.
- Reconciliation