

Roselyn A. Cagaoan, MBA, CB

■ Cell: 209-235-8932 ■ rcagaoan@yahoo.com

OBJECTIVE To apply my education and experience as an Accountant to helping the company grow with mutual benefits.

SUMMARY OF QUALIFICATION

- Over 16 years of experience in Accounting ■ Experience with A/R, A/P, Payroll, Fixed Assets, Inventory
- Month end close, Reconciliation, Financial Statement ■ Consolidation, Intercompany, Budget, Forecast, Cash Flow
- Knowledge of GAAP, Lacerte, OfficeTools ■ Foreign exchange and Tax, FreshBooks, MAS200, SAGE300
- Advance Excel, Word, Access, PowerPoint, Outlook ■ Apprise, Quickbooks, PeopleSoft, Great Plains, ADP, Navision
- Crystal Report, Frx Report, 10 key, BillQuick ■ Audit schedules, Bank reconciliation, Daily Cash Report
- InfoRouter, Abila MIP, SmartVault, SAP, Oracle Business Intelligence Cloud
- JD Edward, SAGE 100, Oracle EBS & Oracle Netsuite

PROFESSIONAL EXPERIENCE

Dollar Tree - Sales Floor Associate	02/2020-02/2020	Stockton, CA
Seafood City - Cashier	11/2019-02/2020	Concord, CA
JEDREK – Bookkeeper – part time	10/2014 - Present	Stockton, CA
• Accounting/Bookkeeping services - Industries: Construction, Property Management, Accounting Firm, Trucking, Law Firm, Retail, Agriculture, Dental Office. Tax Preparation Service.		
DDC - Bookkeeper	10/2019-10/2019	Stockton, CA
Delta C, LP – Accountant. SAGE 100.	09/2019 – 10/2019	Stockton, CA
Accountemps/Robert Half – Temporary Accountant at Resident Owned Parks		Sacramento, CA
AP, A/R, Payroll		08/2019 – 08/2019
Duraflame		Stockton, CA
Staff Accountant – Balance Sheet reconciliations. Oracle Business Intelligence.	06/2019 – 06/2019	Stockton, CA
Del Monte Foods, Inc.		Lathrop, CA
Senior Accounting Analyst		11/2018 – 06/2019
Temporary Plant Accountant		07/2018 – 11/2018
• Review monthly expenses. SAP. Update weekly metrics for distribution centers, warehouses and 3PL.		
• Update KPI and Lean Savings monthly report for Lathrop and McAllen. Review financial including annual operating plan (AOP). Month end close. Review PO's for cost/expenses and forecast. Review contracts. Prepare monthly accruals. AP checks.		
• Update and create new bill of materials. Review costs variances on a daily, weekly, and monthly basis. Prepare and post JE's. Update monthly overhead reconciliation and forecast report. Prepare capital asset requests and monitor the progress until capital asset is in service. Review monthly CIP report. Prepare monthly financial package with forecast.		
Butterfield + Co. CPAs, Inc.		Stockton, CA
Staff Accountant – Prepared Individual Income Tax Returns (with schedule K-1's, Schedule C, Schedule E, and Schedule D), Fiduciary Income Tax Returns, and Property Tax.	03/2018 – 05/2018	
Assisted in the reconciliation of schedule K-1's. Lacerte. QuickBooks. OfficeTools Workspace.		
Aerotek – Temp at MedicAlert Foundation		Salida, CA
Accountant - Full Cycle AP, monthly reconciliation. Oracle EBS, Oracle NetSuite accounting system.	12/2017 – 03/2018	
Prepared and posted journal entries. Concur (Travel and Expense) Software tool. Purchased office supplies. Updated various monthly expenditure reports. Prepared and scanned audit requests for uploads. Tested accounting system for improvement.		
Haggerty Construction, Inc.		Stockton, CA
Full Charge Bookkeeper - A/P, A/R, Paperless. Amex credit card. SAGE 100.	02/2017 – 06/2017	
Various Job Agencies	06/2016 – 03/2017	
Staff Accountant – Temp at Diamond Foods. Sales & Use tax filings, Business License and Registration, and Surveys. Verified journal entries. JD Edward. Prepared journal entries. Reconciliations. Updated the quarterly report cash paid Income Taxes and other Taxes.		
Staff Accountant – Temp at Golden Valley Health Center. Reconciliations, InfoRouter, Abila MIP.		
Desert Dunes Animal Hospital – Accounting/Administrative Assistant		Bermuda Dunes, CA
• Part time – A/P, Payroll, Bank Reconciliation, and assist in Human Resources. QuickBooks	11/2015 – 02/2016	
Imagine Schools - Business Manager – Bookkeeper. Galaxy	10/2015-10/2015	Coachella, CA
Martha's Village & Kitchen	03/2015 – 07/2015	Indio, CA
Staff Accountant - Bank Reconciliation, Fixed Assets, Month End Close, and other monthly schedules. SAGE 300/ ACCPAC, Report Writer, Black baud, Merchant credit card, Non-Profit organization.		

Roselyn A. Cagaoan, MBA, CB

■ Cell: 209-235-8932 ■ rcagaoan@yahoo.com

Abacus Financial Consultants, Inc	Palm Desert, CA
Staff Accountant - Bookkeeping and Bank Reconciliation for various clients. QuickBooks, AP, AR.	07/2014 – 10/2014
North Shore Sales & Marketing	Palm Desert, CA
Staff Accountant	03/2013 – 11/2014
<ul style="list-style-type: none">Bank Reconciliation, Accounts Payable, Commission, Balance Sheet Reconciliation, Intercompany, Month-end.Inventory, Revenue, Expense. ACCPAC 2010, Report Writer.Analyzed freight costs, contracts, and recommended to reduce freight costs to increase profit per customer.	
EBC Brakes USA, Inc	Sylmar, CA
Accounting Supervisor	09/2011 – 03/2013
<ul style="list-style-type: none">Supervised two Staffs in accounting – Accounts Payable and Accounts Receivable.Month end and Year end close. Reviewing all account reconciliations. Trial Balance & Financial Statement.Inventory, Fixed Assets, Prepayment, Cash Flow. Bookkeeper for Perfect Brakes – MAS 200 and Crystal Report software. Sales & Use Tax reporting, 1099.	
Dorfman Pacific	Stockton, CA
Accounting Assistant	09/2008 – 07/2011
Temporary assignment with Accountemps and Permanent	
<ul style="list-style-type: none">Bank Reconciliation, Accruals, Balance Sheet Reconciliations, Audit Schedules, Financial Ratios, Intercompany.Accounts Payable – Reviewed invoices for payment and process payment through wire and ACH. Apprise.Bookkeeper for Calm Morning – QuickBooks Accounting Software.Foreign Exchange, Tax, Consolidated Financial Statement, A/R. Various sub units and locations involved.	
Verizon Wireless - Analyst-Accounting in Fixed Asset	Folsom, CA
<ul style="list-style-type: none">Verified the attribute of assets including the life, type, and what the assets were used for.Completed analysis and reporting for Work in Progress (WIP) aging, depreciation, capital expenditure.Processed retirement, transfer, addition of assets, Fixed Asset to General Ledger reconciliation.Processed Like-Kind Exchange or trade in transaction. Processed and maintained Gain/Loss Report.Maintained and reconciled trade in credits balance sheet account with the trial balance and other reports.Worked with the auditors in trade in transactions during the audit review.PeopleSoft accounting system. Processed journal entries. Leading role in my performance review	09/2005 – 11/2007
Accountants Inc.	Folsom, CA
AP Analyst - Temporary assignment at Verizon Wireless	03/2005 – 08/2005
<ul style="list-style-type: none">Reconciled Accounts Payable by researching duplicate payment and credits due to the company.Recommended and implemented new process for AP audit. Prepared journal entries on adjustments.Trained three employees before transferring to Verizon Wireless Fixed Asset Department. PeopleSoft system.	
Accountant - Temporary assignment at SAFE Credit Union – Sacramento, CA	
<ul style="list-style-type: none">Processed savings bond, wire transfer, and reconciled cashier checks. Updated daily/monthly cash reconciliation.	
BeVocal, Inc. – G/L Accountant	Mountain View, CA
<ul style="list-style-type: none">Managed full cycle of A/P. Processed bi-weekly payroll. ADP payroll. Cash Flow.Reconciled all accounts and bank statements on a monthly basis. Prepared monthly/quarterly financial reports.JE and month end close. Updated weekly cash report. Wrote and implemented policies and proceduresPrepared, reviewed, and analyzed monthly preliminary financial results for accuracy and GAAP compliance.Reconciled and analyzed fixed assets, recorded disposals, transfers, and recorded depreciation expense.Worked with auditors in the audit preparation and during the audit. Great Plains accounting and Frx report.Assisted HR in regards to benefits, verification of employment of former employee, policies and procedures.Prepared the California State Board of Equalization use tax on a monthly basis. Supervised two employees.	10/2002 – 11/2004
Various Job Agencies	03/2002 – 09/2002
PRI Automation, Inc./Brooks Automation – Accountant A/P III	11/1999 – 02/2002 Mountain View, CA

Roselyn A. Cagaoan, MBA, CB

■ Cell: 209-235-8932 ■ rcagaoan@yahoo.com

