

Maya Grushansky

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310.908.2056

Work Experience

Recruitment Assistant, Department of Commerce

US CENSUS BUREAU - Inglewood, CA

November 2019 to Present

- * Promote census jobs throughout the community, facilitating application process by making candidates aware of places free internet access.
- * Distribute recruiting materials to local community-based organizations (CBOs)
- * Secure free venues for training session.
- * Answer questions about census department and specific opportunities.

Bookkeeper

E Z COLLATERAL & LOAN - Los Angeles, CA

2014 to 2019

- * Managed accounting operations for loan and collateral company, including accounts payables/receivables, payroll, bank reconciliation, insurance, and quarterly reports of payroll, state and federal taxes.
- * Maintained and balanced subsidiary accounts.
- * Balanced and maintained general ledger.
- * Prepared financial reports, complying with federal, state, and local legal requirements.

Bookkeeper

THE HALLMARK CHEVIOT HILLS - Los Angeles, CA

2007 to 2014

- * Managed accounting operations for 2 assisted living facilities, including accounts payables/receivables, payroll, bank reconciliation, insurance, and quarterly reports of payroll, state and federal taxes.
- * Maintained and balanced subsidiary accounts.
- * Balanced and maintained general ledger.
- * Prepared financial reports, complying with federal, state, and local legal requirements.

Bookkeeper

THE BRADBURY COLLECTION - West Hollywood, CA

2003 to 2007

- * Managed accounting operations of wholesale interior design showroom at Pacific Design Center, including accounts payables/receivables, payroll, bank reconciliation, insurance, and quarterly reports of payroll, state and federal taxes.
- * Maintained and balanced subsidiary accounts.
- * Balanced and maintained general ledger.
- * Prepared financial reports, complying with federal, state, and local legal requirements.

Bookkeeper, BARRY R

GUMEROVE ACCOUNTANCY COROPORATION
2001 to 2002

Bookkeeper

AUDIO INTERVISUAL DESIGN
1998 to 2001

Bookkeeper

ALLIANCE PRODUCTIONS
1997 to 1998

Bookkeeper

EPITAPH RECORDS
1995 to 1997

Education

Associates Degree in Accounting

Santa Monica College - Santa Monica, CA

Mathematics

Cal State-Northridge, ULCA Extension, University of Southern California

Skills

- General Accounting Accounts Payable
- Accounts Receivable
- Payroll
- Account Reconciliation Client Invoicing
- MS Excel
- Quickbooks Pro
- MAS90
- Peachtree
- Quicken
- AS400