

Scott Douglas

Placentia, CA

scottdouglas6_e35@indeedemail.com

Work Experience

Independent Consulting

January 2019 to December 2019

Veritone (7/19- 10/19)

- Process 200-300 invoices per week
- Process and follow up on rush items
- Maintain vendor database/profile
- Reconcile vendor statements
- Reconcile invoices to Invoice Management Report
- Address IMR discrepancies with vendors and buyers
- Monitor A/P aging and collect on credits
- A/P Run /Payment requests based on vendor terms

Accounts Payable

Health Quest Laboratories

September 2018 to January 2019

- Created collection logs through MD Suite software for collecting insurance checks.
- Applied patient to patient accounts into MD Suite to collect patient portion.
- Developed business processes to transfer patient and insurance responsibility.

Accounts Payable Specialist

WATG

June 2018 to September 2018

- Applied AP vouchers on batches through BST system for vendors and projects.
- Experienced with Travel and Expense.
- Posted checks, ACH and other cash receipts to BST system on batches daily.
- Entered payroll time card hours on projects in BST by project phases.
- Applied wire transfers and filled out bank account and routing numbers.

Accounting Clerk, Moxa

January 2018 to May 2018

- Bank reconciliations for HSBC and Ca. Bank and Trust daily.
- Applied invoices against checks, credit cards (E-Commerce), and ACH to SAP daily.
- Applied billings by copying e-mail to execute into SAP daily.
- Made daily bank deposits through scanning checks to HSBC.

Ascent Aerospace Manufacturing Co

September 2017 to November 2017

- Entered and posted all trade payables through three way match for over 2,000 vendors per week.
- Handled full check run process.

- Full cycle AP.
- Set up new vendors in Visual and created a payment proposal for weekly check run in Excel.
- Printed over 75 checks a week for vendors, employee reimbursements, and expense reports.
- Paid ACH payments for other vendors on Comerica banking website.

Accounts Payable, Torrid (5/17 - 9/17)

- Verified invoices have correct information in Ascend software system.
- Vendor maintenance in Lawson Software system and updating information.
- Worked on Ecova verifying bank amounts and built excel worksheets in Black Line.
- Entered Journal Entries in Black Line website.

Accounts Payable, Triumph Structures (4/17 - 5/17)

- Worked with Senior Procurement agent to approve legitimate purchase orders.
- Followed up with shipping / receiving on receiving job orders.
- Entered approved invoices in Epicore / Vantage system.
- Matched and batched invoices to packing slips and filed in open invoice cabinet.
- Printed A/P aging and matched open invoices to be paid for check run.
- Verified legitimate overhead invoices with signature from plant manager.
- Successfully cleaned up many past due accounts from supplier's statements.
- Communicated with suppliers on outstanding balances to bring account current.
- Printed checks and mailed out to suppliers.

Accounts Receivable, New Egg Business (11/16 - 12/16)

- Entered and posted cash payments to Accounts Receivable in SAP software system.
- Set up vendor accounts by checking credit on new companies for credit terms.
- Created customer file to be reviewed and approved by management.

Cash Applications, First Service Residential (9/16 - 11/16)

- Entered and posted cash payments to Accounts Receivable in Great Plains.
- Created batches of checks received on account to be entered and posted to the general ledger.
- Maintained high accuracy on billings for month end reporting.
- Verified checks were accurate to the correct accounts in order to post against receivable.

Commercial Collections, Freight Force - Anaheim, CA December 2015 to July 2016

- Interfaced with management and operations to evaluate incorrect payments.
- Interfaced with carrier agents to solve price discrepancies between carriers and customers.
- Reconciled discrepancies on short pays for invoices and Purchase Orders (alerts).
- E-mailed statements and evaluated overpayments.

Accounts Payable Clerk

In N Out Burger Corporate Office - Irvine, CA
March 2014 to November 2015

- Sorted, audited, filed high volume invoices for Analysis and scanned all invoices and attached pictures to invoices.
- Created batches and input 2500 invoices per week to R.I.S. Matched, batched and posted to system.

- Audited and balanced high volume commissary, expense P.O. and non P.O. invoices of all restaurants.
- Worked out invoice discrepancies with vendors on statements.

BJ's Restaurants Corporate office - Huntington Beach, CA
June 2013 to January 2014

- Sorted and filed high volume Coupons for Analysis.
- Applied payment applications to Solomon for ACH, check, and credit card payments.
- Audited and balanced high volume invoices of each restaurant location on Excel.
- Worked out invoice discrepancies.

Accounts Receivable Clerk

Data Base Management Group - Irvine, CA
December 2012 to May 2013

- Received cash receipts from checks, ACH, and credit cards.
- Matched and batched invoices and credit memos and posted to Solomon software system.
- Ran Union Bank electronic deposits for daily checks via scanner.
- Created monthly ongoing invoices for Accounting Manager to access.
- Posted EDMS invoices to Solomon software system.
- Set up and ran print deposits utilizing Solomon software system and applied payments to customer accounts for mailers.

Education

Bachelor's in Business

California State University

Skills

- Microsoft Word, Excel, Outlook, SAP, QuickBooks, Timberline, Solomon, MAS 90, Great Plains, Quantum, Data Tel, R.I.S, Visual, Epicore/Vantage, Ascend, Lawson, MD Suite