**Barbara Perez**  
  
Anaheim, CA | [perez37@sbcglobal.net](mailto:perez37@sbcglobal.net) |714.420.1136  
  
Proven Accounts Payable Specialist. Results driven, technically capable, dynamic team player who can work under pressure with minimal supervision.   
  
**Experience**  
Accounts Payable Specialist  
**Iteris, Inc. - Santa Ana, CA**  
August 2018 to March 2019  
• Process Full Cycle Accounts Payable using Oracle  
• Retrieve Invoices through email and US postal daily  
• Post Inventory Invoices using 3 way automated match  
• Weekly check runs and ACH Payments, positive pay uploaded to bank for files.  
  
Accounts Payable Specialist  
**G&F Roof Supply - Anaheim, CA**  
November 2017 to July 2018  
• Full cycle Accounts Payable using Agility designed for Roofing Industry.  
• Post Invoices with automated 3 way match on Inventory items using ERP System.  
• Route out and print all Invoices received for approval, code and post  
  
Confidential Temporary Assignment - Orange County, CA, US  
June 2015 to October 2017  
• Full Cycle Accounts Payable using various ERP Systems with automated 3 way match  
• Route out for approval all non PO Invoices, code to proper GL& Cost Center  
• Interact with purchasing when discrepancies arise, correct accordingly.  
  
Accounts Payable Specialist  
**Hot Topic, Inc - Industry, CA**  
May 2009 to April 2015  
• Match and pay invoices promptly and accurately using 3-way match method.  
• Resolve purchase order, invoice or payment discrepancies.  
• Work with Purchasing as well as key personnel to resolve discrepancies with the goods receipts on  
purchase orders.  
• Prioritize vendor invoices by monitoring discount opportunities.  
• Upload Excel spreadsheet based invoices for payment.  
• Process Tax payments by ACH, upload and check.  
• Review Received Not Charged (RNC) report monthly for open PO's not matched.  
• Month end accruals and Journal Entries as needed.  
• Handle basic account reconciliations and research.  
• Support department productivity initiative (example: vendor conversion to electronic payment from  
checks).  
• Process bank deposits through Wells Fargo manually and electronically.  
• Journal Entries for all deposits.  
• Billing for Misc. items requested through Inter-Dept. Management.

Sr. Accounts Payable Lead  
**Oakley Inc - Foothill Ranch, CA**  
January 2006 to September 2008  
Full cycle A/P processing Match, batch and code invoices (3 way) Maintaining vendor information and  
vendor relations Assist in quarterly and annual audits Management of employee expense report  
processing weekly check runs, match checks, mail checks Bank Wires for Intl.  
Vendors Supervise and oversee invoice processing Monthly Statement Reconciliation and Accruals.  
  
**Education**  
Diploma  
Santiago High School - Garden Grove, CA  
  
High school or equivalent  
  
  
**Skills**  
Accounts Payable, General Ledger, Coding, Quickbooks, MAS90, Lawson, SAP, Excel, Word, Concur, Sage.