# Gilbert Jaramillo

## *6344 Simpson Ave*

## *North Hollywood, CA 91606*

*(818) 281-1430*

*Baileyj23@yahoo.com*

### SUMMARY

Award winning Accounting and Finance professional that has a history of achievements in Accounting, Bookkeeping, and Finance. Years of experience with large, medium, small, and startups companies both profit and nonprofit. Fluent in a corporate environment to a one man show that understands GAAP and Sox compliance while performing the role of an Accounts Payable, Payroll and Accounts Receivable Accountant.

### ACCOMPLISHMENTS

* Received several Appreciation Awards
* Received two Global Recognition Silver Awards
* System and Platform Conversions
* Achieved making Accounts Receivable 90% current
* Lowered DSO by 25% within six months
* Increased invoice production by 30%

### EXPERIENCED SKILL SET

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| Accounting | Human Resources |
| ● GL reconciliation and analysis | ● Calculate and process payroll |
| ● Full Cycle AP and AR | ● Process new hires and terminations |
| ● Prepare and process journal entries | ● Roll out, set up, and monitor benefits |
| ● Project Accounting | ● Track, reconcile vacation and sick |
| ● Bank and credit card reconciliations | ● Process time cards |

### PROFESSIONAL EXPERIENCE

**Special Health Services,** North Hollywood, CA 2015-Current

***Accounts Payable & Payroll Accountant***

Perform general accounting duties. Maintain complete sets of financial records, keep track of accounts, and verify the accuracy of procedures used for recording financial transactions. Provide financial analysis regarding budgets, expenses, forecasting and budget planning. Prepare ad hoc reports as needed. Consult with outside CPA for monthly close and Financial Statements using QuickBooks. Perform collections and billing as needed.

* Perform Full Cycle Accounts Payable & Accounts Receivable
* Post cash applications, bank deposits, and issue payments to vendors
* Reconcile and maintain General Ledger and Chart of Accounts
* Reconcile cash, vendor statements, Bank and Credit Card reconciliations
* Process, research and pay expense report
* Process, enter and reconcile timesheets
* Prepare Payroll with outside 3rd party – QuickBooks Online (Intuit)
* Process expense reports, and track W-9s

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**Kaiser Permanente** Glendale, CA 2014-2015

***Accounts Payable Analyst***

Review and process invoices and expense reports, ensuring appropriate documentation, accurate calculations and coding, proper approvals and compliance with contracts or purchase orders as well as the company’s policies and procedures. Ensured matching of PO and Invoices for accuracy and appropriate documentation

* Enter vendor invoices and issue payment
* Resolve account discrepancies
* Obtain W-9, issue 1099 and update vendor information
* Create and post accruals
* Prepare and maintain accounts payable reports
* Reconcile AP
* Assist and prepare Payroll – in house
* Heavy processing vendor invoices (300 + ) weekly

**Bank of America,** Simi Valley, CA 2008-2014

***Accounts Payable Accountant***

Processed vendor invoices and issue payments. Review all invoices for appropriate documentation and approval prior to payment. Provide coding of expenses with accuracy. Audit and process credit card bills

and process expense reports

* Process weekly check runs and manual checks as needed
* Maintain W-9 file ensuring that a current W-9 is on file for all vendors
* Generates monthly recurring journal entries
* Full Cycle Accounts Payables, 3-way match
* Request Purchase Orders
* Prepare annual 1099
* Maintain Accounts Payable Aging
* Assist and prepare in house payroll

**EDUCATION**

California State University, Northridge, CA

University of Phoenix – Bachelors of Science in Accountancy (3.93 GPA)

**INDUSTRIES**

Consulting, Construction, Entertainment, Banking & Finance, Technology, Start Ups, Manufacturing, Media, Service, Healthcare / Hospital, Retail, Profit and Non-Profit

**SOFTWARE**

QuickBooks, MS Dynamics (Great Plains), PeopleSoft, Cognos, Hyperion, QuickBooks, Ariba, Oracle, Concur, Sage

JD Edwards, Excel, Word, PowerPoint, SQL, SAP, Access, Foundation