**Lucero Faraldo**

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**WORK EXPERIENCE**

**The Mentor Network** Rancho Cucamonga, CA June 2019- Current

Accounts receivable specialist.

* Responsible for completing revenue accruals and accounts receivable Summary excel monthly reconciliation.
* Use of Avatar to research and process clients Financial Eligibility forms and Individual transfers.
* Responsible for doing wires transfers & audit treasury team to complete process.
* Collaborate with other AR members including coordinators and other employees in daily tasks.
* Communication with AR coordinators to complete individuals’ admission, discharges, cash movements, credits, clients and guarantors refunds.
* Use of QuickBooks system to generate board and care billing invoices.

**HUB International** Riverside, Ca June 2017 – May 2019.

Premiums payable specialist.

* Function as primary contact with assigned insurance markets using solve problem skills to provide resolution of billing discrepancies, obtain missing carrier invoices/statements from Insurance carriers and wholesalers to successfully disburse payment timely and before due date.
* Prepare reconciliations in the Broker Management System together with invoices and/or statements received from servicers and carriers in accordance with payment terms.
* Monitor timely resolution of billing discrepancies, process return premium requests to clients and finance companies. Use of Strong work ethics and positive attitude used to meet department deadlines and goals.
* Research and resolve exceptions using analytical skills to identify gaps in daily transactions and tasks.
* Build and maintain positive working relationships with client service operations team and markets.
* Contribute to a cooperative team environment in which cross functions are assumed as necessary to meet department deadlines and goals.
* Use of Premium Payables Epic system to run premium payables daily report.
* Use of organizational and attention to detail skills to successfully distribute daily work hours.
* Responsible for opening activities and follow up with servicers on payment status from clients.

**Claremont University Consortium** Claremont, Ca January 2017-March 2017.

Staff Accountant.

* Responsible of cash management duties including bank reconciliation following through on reconciling items with Financial Services and College staff
* Responsible of daily cash management analyzing and assisting in other cash management duties  
  Extensive experience preparing, reviewing, entering and posting journal entries in Workday Financial and accounting system.
* Responsible for maintaining and monitoring investment subledger accounting system and reconciliation of asset accounting for trust, college and pooled investments  
  Preparation and recording of non-cash gifts, post award and ad-hoc entries for grantors and colleagues.
* Collaboration and assistance with investment accounting general services and team functioning as a consistent and reliable resource for CUC.

**First American Financial Corporation** Santa Ana, CAMarch 2010 – Aug 2014.

**Data Trace- First American Data Tree**

Financial Analyst.

* Responsible for Implementation, control and maintenance of cash flow analysis report.
* Reconciliation and tracking financial status by monitoring the checking, savings and investment accounts.
* Responsible for preparing sales commissions using communications skills with senior management team.
* Preparation of monthly Leases schedules including auditing and monitoring fixed assets depreciation.
* Extensive auditing experience reviewing purchasing, A/P, A/R and G/L transactions and reports.
* Analysis of general Ledger entries and reports using Pivot tables and lookup functions.
* Strong experienced preparing journal entries, accruals, reclassification and finding variances.
* Weekly P&L trend reconciliation and general ledger accounts analysis.
* Use of knowledge, analytical financial-accounting skills to perform daily tasks including analysis on all exceptions and proactively communicating discrepancies to finance director and finance VP.
* Preparation of monthly Royalties reports using multiple excel worksheets and functions.
* Excellent interpersonal, oral and writing communication skills with the finance, accounting and Sr. management teams daily-month end close including strong ability to multitask and adapt to changes.
* Responsible for reconciling and monitoring variances for multiple internal and outside of the scope finance projects and reporting variances and discrepancies.
* Responsible for supporting the accounting team analyzing revenue and expenses report trend.

**First American Title** Rancho Cucamonga, CANovember 2007- February 2010

Accountant.

* Preparation of journal entries, adjustments, reclassifications, accruals and monthly reconciliations using Microsoft excel spreadsheets on Daily, monthly, quarterly and year end periods.
* General ledger accounting experience reconciling Intercompany transactions and classifications.
* Strong communication with auditors, internal, external accounting team and senior management.
* Preparation and review of bank reconciliations, investment and cash management accounts.
* Extended experience on research, analysis using problem solving skills.
* Collaboration with management in the annual business analysis emergency plan project.
* Experience with company merges and system conversions including contact and communications with offshore team, internal and external managers.
* Experience on Hyperion-weekly, monthly, quarterly and year end updates.
* Experience performing, maintaining and reconciling all cash management entries and transactions.
* Ability to handle confidential and sensitive information using analytical skills with attention to detail.

**First American Real Estate Solutions** Santa Ana, CA January 2001 – November 2007

Accounts Payable clerk.

* Extensive experience coding, getting approvals, inputting vouchers for payment, matching payment docs with backup, getting checks signed and setup new vendors.
* Responsible for processing accounts payable invoices and employees expense reports.
* Strong communication with vendors, internal, external supervisors and senior management teams.
* Use of problem solving and detailed oriented skills to provide payment status and updates to vendors.
* Ability to process significant number of daily invoices answering questions, finding discrepancies and fixing invoice coding errors.
* Preparation of accurate month end journal entries following company policy and procedures.
* Extensive experience preparing check requests, mailing daily checks to vendors and invoice approvals.
* Strong experience coding, processing and posting invoices into Oracle system focusing on invoice analysis including constant communication with the purchasing department.

**Education:**

**University of La Verne, La Verne, CA Bachelors of Arts in Accounting 2002-2006**

**University Escuela Bancaria y Commercial Bachelors in Accounting** **1989-1993**

Mexico City.

C**OMPUTER PROFICIENCY AND SKILLS**: Avatar, i-Serve, EPIC, Workday accounting, GL Wand, Oracle 11i, Oracle (GUI), Hyperion 9,Image Now 5.4 payables, Image Right payables, E-payables oracle, Microsoft Excel, Pivot Tables. V-Lookup formula, Outlook, Microsoft Word and Power Point.

**Bilingual:** English and Spanish