Nancy Grijalva

14832 Larch Ave

Lawndale, CA 90260

(310)702-8823

[Nmil84@yahoo.com](mailto:Nmil84@yahoo.com)

May 20, 2020

Recruiter

Rookieplay

Los Angeles, CA

Dear Recruiter:

I am so excited to see you are seeking an Accounts Payable Specialist for your company.

Upon reviewing your requirements for the position, I definitely have the skills to fulfill your requirements, as you will see on my resume. I am a mission driven employee and like to make deadlines, especially month-end deadlines. I am excellent at researching accounts and building a rapport with vendors. I have over 7 years of accounting experience including AR. I noticed you would like 1-year payroll experience. I have been educated in and have assisted in payroll but have never held a position but would definitely would be able to perform well. I have ran AP Departments independently and am very skilled in all aspects of AP situations. For non-inventory invoices, I verify we are taxed and if it is an inventory items, I verify we are not taxed and will send a resale certificate to the vendor for future invoices. I like to have a rapport with my vendors to make sure they get paid on time; therefore, I stay on top of their statements. I also like to have a list of open P.O.’s at the end of the month to make sure we have received the invoices. If there is a problem with an invoice, I resolve it right away by contacting the person who generated the P.O. I have experience in both manual and electronic invoice processing. As for invoice payments, I have experience in ACH payment, credit card payment, and check payment processing. I have processed company expense reports and code them accordingly after getting approval. I also maintained the vendor maintenance modules to update and establish vendor accounts. When I compare my skills to your job requirements, I believe I would be an asset to your accounts payable department as I am a team player and like to help my supervisor succeed and accomplish all their goals. I have been on temp assignments and was able to gather much experience and now I am seeking to find a permanent position to utilize all my acquired skills.

I look forward to discussing the accounts payable position and my qualifications. I can be reached at (310)702-8823.

Respectfully,

Nancy Grijalva

AP Applicant

(310)702-8823

**Nancy Grijalva**

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Accomplished, Skilled, Accounting Specialist with over 7 years of accounting experience, seeking professional company for long term commitment. Background in all aspects of the accounting (Full-cycle accounts payable, receivables, general ledger, reconciliations and assist in month-end closing).

Knowledgeable of computer programs to include JDE, **Quick Books**, Microsoft 65, CDK and File Bound, Mas 500, OnBase, SAP, I-buy, Oracle, Microsoft Office Outlook, Word, Excel.

PROFESSIONAL EXPERIENCE

Vaco/Dollar Shave Club, Marina Del Rey Sep 2019-Apr 2020

*Accounts Payable Specialist*

* Full Cycle A/P-Invoice Processing (3-Way P.O. match and Non-PO), provided G/L, and payment runs, that included (Checks, ACH, Credit Card, and Wire Payments), spreadsheet provided.
* Expense Reports (Ensure correct G/L department code for each expense).
* Vendor Maintenance-W-9 (Address updates, Fed ID, Payment Preference, Insert G/L Code).
* Credit Card Reconciliations.
* Accruals.
* Freight Invoices (Categorized by department).

Vaco/Temp Assignments, El Segundo Feb 2019-Sep 2019

*Accounts Payable Specialist*

* Full Cycle A/P (**Non-P.O., 13 locations**).
* Yearly asset reports (with invoice back-up).
* Credit card payment reconciliations.
* Asset Reports

Temp Assignments Jan 2016-Feb 2019

*Accounts Payable Specialist*

* Electronic processing of invoices (3 Way match and Non-P.O.s, including all utilities).
* Process invoice payments through ACH, Mastercard, and Checks.
* Vendor set-up with W-9. Fill out credit applications.
* Resolve invoices disputes with vendors. Review statements.
* Ran Open P.O. report to collect all invoices for month-end.
* Reconcile A/P clearing report.
* Accounts Receivables Deduction and Credit Memo Processing.
* Process customer orders.
* Charge-backs.

King’s Hawaiian, Torrance, CA Mar 2015-Dec 2015

Accounts Payable Analyst

* Coded invoices by applying proper G/L.
* 3-Way match with purchase order, packing slip, and invoice.
* Entered over 800-1000 invoices weekly covering 3 divisions (Electronically processed).
* Processed check-runs.

IPS Corporation, Compton, CA Aug 2013-Mar 2014

Senior Accounts Payable Specialist (Contract)

* Worked with international currencies and multi-state payables.
* Matched and batched invoices over 900 weekly (3 divisions) paying checks through ACH transfers.
* Processed check requests, bank wires, and bank drafts into system for processing.
* Scanned all AP invoices into the system. Handled W-9’s and 1099’s.

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BBVA Compass Bank, Irvine, CA Nov 2010-Mar 2013

Administrative Assistant/Accounts Payable

* Processed A/P invoices, coding and matching.
* Process expense reports.
* Prepared projection reports.
* •Prepare electronic files for foreclosure.

Honeywell Prestone, Torrance, CA May 2004-Nov 2010

Administrative Assistant/Accounting Assistant

* Provided high-end administrative support to the Office Manager and HR Manager
* Accounts Receivable (printing invoices, cash collection and payment application).
* Bank Reconciliation (match cash report against bank statement and clear checks in the system).
* General ledger entries, input reversals for prior month accruals.
* Process 1099’s.

EDUCATION

**B. A. Business Administration-Accounting**

University of Phoenix, Gardena, CA **2008**