**Pamela De Marco**

Glendale, CA. (818) 919-3440

pammyd\_10@yahoo.com

**SUMMARY OF SKILLS:**

* Accounting software used: Bill.Com; Quickbooks; MAS 90; Oracle
* Experience in AP; AR; Administrative Assistant

**WORK HISTORY:**

**AP/AR/Administrative Assistant**

**Premier HR**

**November 2014 to Present**

* Data entry. Processing of invoices. Paying monthly bills, utilities
* Billing. Prepare billing statements for clients. Type emails, letter to clients and vendors. Follow up on payments. Receiving checks, payments from clients. Apply payments to their accounts. Collection. Heavy phone calls.
* Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments.
* Maintain petty cash accounts and log all outgoing disbursements
* Reconcile payable reports each month to confirm all amounts paid were accurate.
* Sort and distribute mails, general office duties (copying, scanning and faxing)
* Reconcile monthly bank statements.
* File important documents

**Accounting Representative**

**Remarketing of America – Pasadena, CA**

**June 2009 – October 2014**

* Process an average of 600 invoices a week in QuickBooks to A/P and A/R Auditing of invoices for payment. Verification of G/L codes.
* Responsible for complete processing of all A/P, A/R and reconciling accounts to the G/L for month-end.
* Posting daily bank deposits. Draws, verifies, and posts payment checks to appropriate vendors. Reconcile monthly bank statements.
* Auditing of Aged Receivables report periodically for delinquent customer accounts, follow up and collections. Heavy vendor contact, trouble shooting. Customer service regarding disputes of invoices.
* Assist in processing of 1099’s for end of the year closing.

**Accounts Payable Coordinator**

**Stonefield Josephson, Inc., CPA Firm – Century City / Los Angeles, CA**

**November 2006 – May 2009**

* Process an average of 400 invoices a week; statements and check request forms including verification of General Ledger (GL) codes and payment reconciliation to the MAS 90 system.
* Code and review employee expense reports for accuracy, completeness, and compliance to company policy.
* Weekly generation of checks and payment schedules. Processing and distribution of checks.
* Follows up on account statements and other discrepancies regarding payment of accounts.
* Authentication and balancing of all month end reports. Analysis of monthly statements to resolve errors.
* Reconcile American Express transactions. Code and review the charges and secure proper approval.
* Preparation of cash receipt summary. Reconciling customer accounts
* Daily deposit report; credit card payments and wire transfer payments.
* Assisted in month –end close and prepared 1099’s at year end.
* Assist co-worker with special projects if needed. Maintained records on all vendor files.

**Accounts Payable/Accounts Receivable**

**Pleasant Care Corporation, Healthcare – La Canada, CA**

**April 1993 – November 2006**

* Processing an average of 1500 invoices a week; verification of G/L codes.
* Handle all A/P functions, including invoice entry, vendor payments and reconciliation.
* Weekly generation of checks as well as scheduling of vendor’s checks for releases.
* Three-way match between PO’S, packing slips and invoices. Perform calculations for payment schedules.
* Review accounts payable aging to resolve outstanding balances. Responsible for vendor maintenance.
* Reconcile G/L to A/P subsidiary ledger every month end.
* Billing, collection calls, processing receivables.
* Heavy phone calls.

**Education**

**Far Eastern University, Manila, Philippines**

Bachelor of Science in Business Administration, Major in Economics