**RENATO DELA FUENTE**

[**rfuente4110@outlook.com**](mailto:rfuente4110@outlook.com) **(858-397-8300)**

**PROFILE**

A well rounded and extensive experience of more than ten years in Accounting and Finance. I spent almost six years developing my skills as AP Specialist**,** and six years as AR Specialist. Initiate tracking system for internal control measures. Given a recognition award for customer service and have been promoted twice. Passionate about process improvement and satisfying management on all levels. Ability to contribute highest quality of output individually and as a team player. Ability to hammer out difficult assignments with *a can do* attitude for exceeding corporate/ client expectations and meeting deadlines.

UDWA Home Care Providers Union/AFSCME Local 3930- San Diego, CA. May,2019 – April,2020

UDWA is a statewide labor union that represents more than 100,000 home care providers in 21 counties in California.

**Lead Accounting Coordinator**

Process Financial and Accounting functions.

Supervise general accounting functions including but not limited to AP, AR, expense reimbursement, payroll and bank reconciliations.

Assist Controller with general ledger entries, reconciliations and financial reporting.

Assist in automating processes and procedures.

Assist with financial audits.

Ensure the accuracy of GL codes are being applied correctly for the proper classification of financial reports.

Fleet Science Center – San Diego, CA. Aug.2018 – April,2019

Fleet Science Center is a non-profit organization that connects people of all ages to the possibilities and power of Science to create a better future.

**Accounting Clerk – Accounts Payable**

Manage and control vendors relations and account management.

Handle and process new vendor set-up, W9 and 1099 maintenance and processing.

Knowledgeable in full cycle of accounts payable.

Process check runs weekly. Process payable reports weekly for approval and payment, those of but not limited to credit cards, on-line payments, ACH/ wire transfers.

Review and process employee expense reports and Credit Card statement.

Process Financial and Accounting Functions; journal entries, accruals, aging reports, correcting entries, month end closing and assist in yearly Audit.

Ensure the accuracy of GL codes are being applied correctly for the proper classification of financial reports.

Toray Membrane USA, Inc. – Poway, Ca. Nov.2017– Jun.2018

Toray Membrane USA is a global operation membrane business for water and waste water treatment. One of very few companies with expertise across the entire spectrum of high-performance water treatment membranes.

**Accounting Clerk – Accounts Payable**

Manage and control vendors relations and account management.

Handle and process new vendor set-up, W9 and 1099 maintenance and processing.

Knowledgeable in full cycle of accounts payable and accounts receivable.

Process check runs weekly. Process payable reports for approval and payment, those of but not limited to credit cards, on-line payments, ACH/ wire transfers.

Review and process employee expense reports and Credit Card statement.

Process Financial and Accounting Functions; journal entries, accruals, aging reports, correcting entries, month end closing and assist in yearly Audit.

Mad Engine Inc. – San Diego, Ca. Feb.2017 – Nov.2017

Mad Engine is one of the leading licensed apparel wholesalers in the world. The company continue to grow as a global leader among all licensed apparel wholesalers.

**Accounts Payable Specialist**

Manage and control vendors relations and account management.

Handle and process new vendor set-up, W9 and 1099 maintenance and processing.

Knowledgeable in full cycle of accounts payable.

Work on 3 way match up accounting procedure.

Process check runs weekly. Process payable reports for approval and payment, those of but not limited to credit cards, on-line payments, ACH/ wire transfers.

Review and process employee expense reports and Credit Card statement.

Clark Security Products, Inc. – San Diego, Ca. Jan.2008 – Jan.2017

Clark Security Products, Inc. is one of the industry leader in wholesale distribution of security devices, door hardware, keying systems, CCTVs, electronic access control and security solutions.

**Lead Accounts Receivable**

Manage and control customers relation and account management.

Thorough knowledge on full cycle of Accounts Receivable.

Daily cash receipt application, those of checks, credit cards, lockboxes, wire transfers, pay by phone, and online payment.

Handles daily bank deposits and weekly bank reconciliation.

Manage and maintain selected analytical management accounting reports like Aging and DSO.

Work on credit memos, charge backs, sales discount, sales tax, freight, RMAs and Resale tax certificate.

Work on reconciliation and analysis of selected general ledgers.

Ensure the accuracy of GL codes are being applied correctly for the proper classification of financial reports.

Clark Security Products, Inc. – San Diego, Ca. Dec.2002 – Dec.2007

Clark Security Products, Inc. is one of the industry leader in wholesale distribution of security devices, door hardware, keying systems, CCTVs, electronic access control and security solutions.

**Accounts Payable Specialist**

Manage and control vendors relations and account management.

Knowledgeable in full cycle of accounts payable.

Work on 3 way match up accounting procedure.

Process check runs weekly. Process payable reports for approval and payment, those of but not limited to credit cards, on-line payments, ACH/ wire transfers.

Review and process employee expense reports and Credit Card statement.

**Education**

Far Eastern University, Manila City Philippines

Bachelor’s Degree in Accounting

**Core Competencies**

Analysis and Reconciliation, Financial Reporting, ERPs (MIP fund accounting Sage 100, Sage Contractor, Quick books, IBM-WDS, ADP payroll, Certify) Excel (intermediate to advance), MS Outlook, MS Word, 10 key by touch.