

Tiffany Valencia

Accounting Specialist

PROFILE

CONTACT

Elgin, Illinois

773-816-0746

Experienced Accounting Specialist able to handle a wide range of accounts payable/receivable functions with accuracy, efficiency and a level head. Adept at organizing and prioritizing requirements to maintain tight deadlines and strict financial controls. Capable of operating alone or as part of a team while working with minimal supervision.



tiffanyvrealtor@gmail.com



PROFESSIONAL EXPERIENCE



Linkedin.com/tiffany-valencia-6900951a3

*2019 - Current*

EDUCATION

**Business Administration Certification**

Elgin Community College

Elgin, IL

**Associates in The Science of Culinary Arts**

Elgin Community College

Elgin, IL – 2016

**Licensed Real Estate Broker /** Option Realty Group Ltd.

* Buyer/Seller representation

*9/2015 - 5/2019*

**Accounting Specialist /** Bluff City Materials, Inc.

* Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
* Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
* Organized budget documentation and tracked expenses to maintain tight business controls.
* Assessed/researched data information to verify data, calculation and billing code accuracy.
* Developed client rapport by efficiently addressing incoming correspondence and resolving 100+ inquiries per day.
* Prepared month-end closing entries for detailed reporting and record-keeping.

EXPERTISE

Research, Investigate and Resolution

Report Preparation

Judgment and Decision Making

Development and Building Teams

Time Management

Client Service

Account Reconciliation

Data Entry

*2/2007 - 7/2014*

**Accounts Payable Specialist /** Moran & Co.

* Managed intercompany data entry a processing; which includes management fees, payroll, partner distributions, inner-office expense reimbursements and GL coding.
* Produced payments, conducted assessment of outstanding and duplicate invoices for over 55% of the company’s properties nationwide.
* Drove improvements in P2P process; created new approval procedures for AP to increase invoices paid on time by 90%, thereby improving supplier relationships.
* Managed job costing draws for new deals, renovation and development.
* Overseen and trained new hires on several programs on accounts payable process.
* Prepared for and assisted in annual audits.