**XAO VANG**

Merced, California 95341

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**EDUCATION** **California State University, Stanislaus** Turlock, California

Bachelor of Science in Business Administration with a concentration in Accounting, May 2016.

**EXPERIENCE** **SAFTI FIRST/O'Keeffe's Inc.** Merced, California

*Accounts Payable Specialist* September 2019 to Present

* Conduct three-way match and charge expenses to accounts and cost centers by analyzing invoices/expense reports.
* Pay vendors by monitoring discount opportunities, resolving purchase order, contract, invoice, or payment discrepancies and documentation.
* Maintain accounting ledgers by verifying and posting account transactions.
* Verify vendor accounts by reconciling monthly statements and related transactions.
* Report sales taxes by calculating requirements on paid invoices.

**Institute of Technology** Modesto, California

*Accounts Payable Analyst* March 2018 to August 2019

* Process accounts payable in compliance with financial policies and procedures.
* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data.
* Reconcile the accounts payable ledger to ensure that all payments are accounted for and properly posted.
* Verify discrepancies and resolve vendor billing issues.
* Organize and pay invoices as well as pay employees by verifying expense reports and preparing pay checks.

**McLane Pacific** Merced, California

*Accountant* July 2016 to November 2017

* Prepare and book general ledger journal entries.
* Reconcile general ledger accounts and make adjustments as required.
* Assist in variance analysis and period end financial reporting.
* Perform Accounts Payable duties such as completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices.
* Perform Payroll duties such as processing payroll records and reports for accounting of salary/wages due, deductions, and other payroll functions.
* Prepare and file state, local and other jurisdictional tax returns and reports.
* Assist in meeting physical security and internal control objectives of tax indicia and taxable product.

**Little Caesars** Merced, California

*Crew Member* February 2014 to June 2016

* Perform several closing duties including inventory count and reconciling cash.
* Operate a cash register and handle various transactions including cash, gift cards and credit.
* Prepare food orders for customers.
* Assist other crew members with other responsibilities during high customer volume.
* Maintain a clean and safe work environment for customers and associates.

**COMPUTER SKILLS** Excel, Word, PowerPoint, Oracle E-Business Suite, PeopleSoft, Microsoft Dynamic Great Plains, SAP Concur, and Made2Manage.

**ADDITIONAL DATA** Fluent in Hmong. Graduated college with a GPA of 3.7. Member of Beta Gamma Sigma. Member of Phi Kappa Phi. Completed over 180 hours of community service during high school.