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Accomplished Accountant with extensive experience in various industries, including CPA Firms, engineering, architecture, and property management. Skilled in revenue recognition, financial analysis, and process improvement. Seeking to leverage expertise in audit support, financial reporting, and team leadership to drive excellence in accounting management.

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## EXPERIENCE

### ACCOUNTING MANAGER / ASSISTANT CONTROLLER (CONTRACT)

Shoreline Web Developers | Mission Viejo, CA

DEC 2023 - CURRENT

Responsible for integrating AI into our accounting processes. This includes controlling operations, analyzing financial data, managing payments, budgeting, and reporting as part of a contracted role. Additionally, prepare financial status reports for senior managers, aid in operational efficiency improvements, and facilitating continued company growth. Oversee and manage the daily operations of the accounting department, period-end closings. Review and approve journal entries, reconcile general ledger accounts, and prepare and analyze financial statements. Prioritize compliance with accounting principles and work to develop and implement effective accounting practices.

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### ACCOUNTS PAYABLE SUPERVISOR

B.S.D. Capital, Inc. dba Lendistry | Tustin, CA

OCT 2021 – NOV 2023

NetSuite implementation. Leadership in AP functions, including bill review, credit card reconciliation, payment approvals, and personnel supervision. Managed NetSuite vendor setup and banking data integration, customized AP scripting, and system testing. Develop AP / Expense Reports Policies, processed GL journal entries, prepared 1099s, and reviewed financials activity until widespread layoffs.

### PROPERTY MANAGEMENT ACCOUNTANT

Powerstone Property Management, Inc. | Irvine, CA

AUG 2019 – OCT 2021

Preparing accurate and timely financial statements for homeowner associations includes several key responsibilities: Audit and Cash Management, Forensic Accounting, General Ledger Oversight, Bank Account Management, Compliance and Standards (GAAP), and maintain open communication channels with board members and property managers regarding financial matters and provide relevant information.

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## EDUCATION & AWARD

### MASTER OF SCIENCE IN ACCOUNTANCY

University of Phoenix

JANUARY 2017

### BACHELOR OF SCIENCE IN ACCOUNTING

DeVry University

DECEMBER 2014

**EAGLE SCOUT AWARD**  
Boy Scouts of America, Puerto Rico

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## SKILLS

- Bilingual (English/Spanish)
  - Excel Skills (Pivot Tables, Macros, Functions, etc.)
  - GAAP (ASC Research), Data Analytics, T&M Analysis
  - Budgeting, Financial Reporting/Analysis, Internal Controls
  - Audit, such as Payroll Discrepancy & Inventory Shrinkage
  - Compilation Reporting, Cash Position Analysis & Payroll
  - AP Glean.ai, NetSuite, Peachtree (Sage 50), MAS90 (Sage 100), Great Plains, Deltek, and QuickBooks
  - ChatGPT, ExpenSable, Practice CS, Laserfiche, GoFileRoom, Visio, and Microsoft Office 365
  - Learning Java for web applications & Python for AI coding
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## ADDITIONAL EXPERIENCE

### SENIOR ACCOUNTS PAYABLE

Squar Milner LLP (CPA Firm) | Irvine, CA

JAN 2015 – MAY 2019

Forensic accounting, GL audit, American Express Analysis, Budget vs Actual, and Capital / Expense Budget Analysis. Excel Reporting for Cash Position Analysis, P&L by Department, Revenue by Industry, and Revenue Realization. 1099 Preparation, Balance Sheet Review, and Improve AP Organizational Skills. JE for Prepaids, Accruals, Payroll, 401-K, FAS 125, Partners Salary; Excel Financial Statements, and Pro-Forma. Develop A/P SOP, Vendor & Employee setup in MAS90, and responsible for ExpenSable, Laserfiche, & GoFileRoom. Managed AP during multiple (5+) Merger Acquisitions, and trained AP staff.

### REVENUE BILLING ANALYST

Capario / Emdeon (IT Revenue Management) | Santa Ana, CA

FEB 2014 – AUG 2014

Coordinate and administer biweekly, monthly, and specialty billing. Temporary accountant during BS studies. Responsibilities include CRM billing, queues and responding to customer inquiries. Manage finance/invoice questions and cases in Salesforce, and billing in Great Plains. Attrition & customer ramping by retrieving data from Epicor & Capario One.

### ENGINEERING BILLING ACCOUNTANT

Cardno (Environmental Firm) | Lake Forest, CA

JUL 2012 – FEB 2014

Support audit revenue recognition, billing corrections, data mining, time & material allocations until acquisition. Audit client invoices in BST software, configure Access (Service-Entry-System) to SAP, and troubleshoot errors. Develop an alert system to identify client invoice rejects by creating customized Excel macros, and Visio flowchart. Billing analysis support.

### SENIOR ACCOUNTANT

Brass Management (Business Consulting) | Las Flores, CA

AUG 2008 – JUL 2012

Accounting to Wholesale Distribution, Hotels, Merchant Services, Tax Firms, and Non-Profit until firm closed. Responsibilities included Month/Year-End journal entries, G/L reconciliations, financial statements, financial planning analysis, and bank audits. Develop Excel Macros, Pivot Tables, multi-function formulas, and support MICROS, QuickBooks, MAS90 and NetSuite. Prepare Sales and use Taxes, Corporate Taxes, Payroll Taxes, AR client billing, and AP vendor payments.

### SENIOR ACCOUNTANT

MVE & Partners (Architect Firm) | Irvine, CA

JUN 2007 – AUG 2008

Period Closes, Financial Statements for Multi-Corporations and Cash Flow Projections until firm-wide layoffs. Responsible for Quarterly and YE close, G/L reconciliations, prepaid/accrual journal entries, and financial statements. Develop new data analysis procedures for integrating Deltek Vision data into Excel for customized financial reports. Prepare cash flow projections for real estate developments, time & billing review with Principals (PM) and Partners. Client billing, support A/R collections, Payroll, Health & Corporate Insurance, 401(k) plan, and timesheet system.

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### ASSISTANT CONTROLLER

Auto Glass (Robert Half – Temp) | Mission Viejo, CA

AUG 2006 – JUN 2007

Oversee AP & AR teams. Managed operational and state audits, and Great Plains system. Recruited and trained staff. Developed internal control procedures and benchmarks.

### PUBLIC ACCOUNTANT

Benjamin R. Putman, Inc. (CPA Firm) | Mission Viejo, CA

JAN 2003 – MAY 2006

Compilation Reporting, Government Audit Support, Full Charge Bookkeeping, Payroll and QuickBooks consulting.

### ACCOUNTANT SPECIALIST

New Wave Transport (Accountemps – Temp) | Carson, CA

AUG 2000 – JUN 2001

Analyzed Shipping Cost, Profitability, and Bank Reconciliation.

### FIXED ASSEST ACCOUNTANT

Quicksilver (Accountemps – Temp) | Huntington Beach, CA

MAY 2006 – AUG 2006

Capital spending analysis. Track \$500M of FA and over \$3M of inventory, capital expenditure, and quarterly G/L review. Managed and implemented FAS conversion to Great Plains.

### STAFF ACCOUNTANT

Crown Realty & Development, Inc. | Irvine, CA

JUN 2001 – JAN 2003

Full Charge Bookkeeping in QuickBooks, Loan Draws, CAM Management, and Property Tax Payments.

### F&B COST ANALYST AND INCOME AUDITOR

Sutton Place Hotel | Newport Beach, CA

AUG 1997 – AUG 2000

Inventory Valuation, Activity Cost, and Revenue Analysis.