**[Accounting department manager](https://www.postjobfree.com/resume/ad1qh1/accounting-department-los-angeles-ca)**

**Location:**Los Angeles, CA

**Posted:**December 06, 2023

**Contact Info:**

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**Resume:**

Maria Panoyan

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maria.panoyan001@gmail.com

Accountng department manager

Accountng department manager with 10 years? experience working for a general contractors company.

Key skills include leadership, tme management, communicaton and problem solving. Profciency in

accounts payable, accounts receivable, payroll, project management assistance, ofce assistant.

PROFESSIONAL EXPERIENCE

Tower general contractors, Glendale, CA

Accountng department manager (06/07/1999-12/10/2012)

Accounts Payable-pay vendors, verify federal tax id numbers, invoices and lien releases for monthly

client billing. Scheduling and preparing checks for approved invoice amounts, match purchase orders,

contracts with invoices. Assist in month end closing, reconcile the credit card accounts with receipt

approvals,review invoices for appropriate documentaton and approval prior to payment, issue stop

payment on checks, respond to vendor inquiries,process approved check requests, maintain fles and

documentaton accurately, Reconcile account statements, prioritie tasks, work in a fast paced

environment, manage stressful situatons and customers,able to pay atenton to details and work with a

team to complete tasks by a scheduled deadline, strong organiiatonal and communicatonal skills

Accounts receivable -Account managing, working with Customers, organiiing fnancial data, Sending

monthly billing to clients for approval and payment, responsible for billing, collectons, reconciliatons

and month end closing processes for a general contractor company, electronically and in person deposit

business account checks, communicate with internal departments to consult concerning queries for

billing, record transactons, prepare statements, make deposits, generate fnancial statements and

reports detailing accounts receivable status

Assist general contractor team members including C.E.O., C.F.O., estmatng department, and project

management department, greetng and directng clients to the ofce, answering phone calls, taking and

delivering messages, receiving and distributng mail, maintaining accountng fles, perform data entry,

organiie travel arrangement, order ofce supplies as required, print reports for management meetngs,

capturing notes in meetngs,printng and scanning documents, preparing and transmitng documents by

mail, email and fax. Knowledge in Microsof ofce, FileMaker Pro

EDUCATION

Bachelor of Arts in Business Administratonn,inance(2000-2004)

California State University, Northridge, Northridge, CA

Associates of Arts in Business Administraton (1996-2000)

Glendale Community College,

Glendale,CA