

Cathleen Capeluto
El Cerrito, CA
itscathleen64@gmail.com
+1(925) 341-0329

customer service, building sound business relationships, presenting a positive company image. challenges, accepts responsibility. Demonstrated ability to work well under stressful conditions while Authorized to work in the US for any employer

Authorized to work in the US for any employer

Work Experience

Bookkeeper/Office Manager

Wings Century Trucking - Oakland, CA

January 2023 to July 2023

Contract:

Created & maintained financial processing procedures for the organization repair in process invoices in QuickBooks and accurately in timely review and verify vendor statements, repair in process with the vendor payments log daily receivables deposits, Daily still reconciliations record daily sales and QuickBooks refresh make weekly bank deposits, transfer funds between bank accounts Executive Assistant / Property Manager Burge Pacific Enterprises - Oakland, CA

November 2021 to May 2022

Created Commercial Lease contracts, lease renewal contracts, hired various service contractors for repairs and or maintenance. Maintained building entrance via computerized tenant entrance, programmed database. Tracked and documented sales reports, verified required insurance documentation, responded to tenant specific needs,, scheduling of various service providers, coded invoices with appropriate GL codes, authorized invoices for payment. Maintained mandatory maintenance schedules. Hired service providers. Filed necessary legal documents to comply with City

& or state requirements.

Bookkeeper / Team Lead

H&R Block - El Cerrito, CA

October 2020 to August 2021

Monitor staff performance to ensure that goals are met. Direct and supervise employees engaged in sales reconciling cash receipts. Listen to and resolve customer complaints regarding services, products, or personnel. Keep records pertaining to sales, and goals for office. Assistant Controller

Haddon Heating & Cooling - Concord, CA

January 2021 to June 2021

- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.

-

Full Charge Bookkeeper

J & S Associates

April 2019 to October 2020

Responsible for full cycle Accounts Payable, Accounts Receivable. Receive and record payments, create invoices, perform bank reconciliation, credit card reconciliation, check figures, postings and documents for correct entry, mathematical accuracy, and proper codes. Comply with federal, state and company policies, procedures, and regulations.

Provided administrative duties as requested.

Accounts Payable Specialist

Accountemps - Oakland, CA

July 2016 to December 2018

Responsible for full cycle accounts payable. Classified and coded vendor supplied purchase orders verifying with field techs purchase orders. Coded documents according to company policy. Entered verified

documents for payment Verify accuracy of financial or transaction data. Organized and maintained complex vendor files. Assisted with month-end close, answer telephone inquiries. Maintained account filing system, Office supply ordering.

Client Services Representative

Eastbay Works - San Pablo, CA

November 2015 to July 2016

Primary point of contact for clients who are interested in engaging our job searching services; provided computer support and instruction. Facilitated resume writing workshops, interviewing techniques. Daily updating of job boards. Follow up, outreach and data tracking for the purpose of generating future reports. Stayed abreast with current work search resources. Maintained EDD registration database. Created confidential client files. conduct client needs assessment, assisted clients with online employment searches, instructed computer skills, facilitated resume writing workshops, interviewing workshops and job search tips and skills workshops. Designed job placement tracking sheet for OJT (On the Job Training) Provided general office support for front and back offices. Office Administrator

Blue Ribbon Personnel - Auburn, CA

July 2012 to May 2015

Performed administrative duties for executive management. These tasks required excellent time management and communication skills. Mastered and maintained complicated appointment scheduling software. Payment processing daily cash balance. Conduct client testing, and grading. Calendar management. Outsourced as a reservations clerk to local campground / lake resort, scheduling current and future reservations, processing payments, checking guests in, conducted facility safety and security checks, processed guest check- in at the resorts front gate. Bookkeeper/Office Manager

Jeffco Plumbing - Auburn, CA

November 2010 to November 2012

Responsible for accounts receivable, accounts payable. Tracked and calculated 5- service plumbers and their individual accumulated daily service hours for invoicing. Created estimates/proposals, handled change orders. Organized and maintained complex service calendar. Payroll reporting, month-end, check writing, bank reconciliation, answer telephone inquiries. Maintained account filing system. Inventory, office supply ordering. Comply with federal and state regulations, evaluate incoming insurance proposals. High success rate with severe past due accounts

Education

Certificate in Human Services

Tacoma Community College - Tacoma, WA, US

January 2006 to June 2008

High school diploma

Albany High School - Albany, CA, US

1982

Skills

- GAAP (15 years) (10+ years)
- QuickBooks (9 years)
- Accounts Receivable
- Accounts Payable
- Invoicing (10+ years)
- Problem Solving (10+ years)
- Bank Reconciliation
- Office Administration
- MS Office (10+ years)
- Windows
- Mac iOS
- Organized

- Group Facilitator
- Flexible
- Interpersonal Skills
- Integrity
- Honest
- Reliable
- Loyal
- Android
- Bookkeeping
- Office Management
- Microsoft Office (10+ years)
- Calendar Management
- Sage
- Accounting
- Balance Sheet Reconciliation
- Account Reconciliation (10+ years)
- Auditing
- Payroll
- Management
- Administrative experience (10+ years)
- Journal entries
- Leadership
- Yardi
- Janitorial experience
- Property Management
- Financial Report Writing
- Interviewing
- General Ledger Accounting
- General Ledger Reconciliation