

MARA VELASQUEZ

(918) 555-0173 • Tulsa, OK • devon.park@example.com • linkedin.com/in/devonpark

Accounting Assistant with 4 years supporting AP, AR, and month-end close for mid-sized distributors. Comfortable in QuickBooks Online and NetSuite, with a habit of catching coding errors before they reach the GL. Studying for the CPA exam (passed REG and BEC).

PROFESSIONAL EXPERIENCE

Accounting Assistant, Northgate Beverage Supply, Tacoma, WA

May 2022 – Present

- Process 380-420 vendor invoices weekly in NetSuite, matching against POs and flagging variances over \$250 for the AP Lead.
- Reconcile two corporate credit card accounts monthly, clearing on average 162 transactions and chasing missing receipts from 14 cardholders.
- Caught a duplicate freight billing pattern that had been recurring for 7 months, recovered \$18,400 in vendor credits after audit.
- Prep journal entries for prepaid expenses and accrued utilities, support Senior Accountant during close week.
- Trained two new clerks on the AP inbox workflow and our 3-way match checklist.

Accounts Payable Clerk, Cedarline Property Group, Tacoma, WA

February 2020 – March 2022

- Coded and entered invoices across 23 property cost centers in Yardi.
 - Ran weekly check runs averaging \$310K and prepared remittance backup for the controller's review.
 - Researched and resolved roughly 30 vendor statement discrepancies per month.
 - Helped migrate vendor master file from legacy system, scrubbing duplicate W-9 records.
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EDUCATION

- B.S. Accounting, CPA Candidate: passed REG (2023), BEC (2023), Pacific Lutheran University

February 2020

KEY SKILLS

- QuickBooks Online and Desktop
- Banner ERP
- 10-key by touch (about 10,000 KPH)
- Excel (VLOOKUP, pivot tables, SUMIFS)
- Cash application and check posting
- Customer service and phone collections basics