

DESIRE A. FLORES

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ACCOUNTING | ACCOUNTS PAYABLE | ACCOUNTS RECEIVABLE | PAYROLL

Highly dependable Accounting Clerk, Bookkeeper and Administrative Assistant with experience in Accounts Payable, Accounts Receivable, Payroll, Invoicing and Purchase Orders. Proficient with Microsoft Dynamics AX, MS Excel, MS Word, Salesforce.com, ADP Payroll, QuickBooks and 10-Key. Skilled with telephone reception, event and meeting coordination, vendor contracts, and HR assistance.

EDUCATION

Associate of Applied Science, Criminal Justice, Heald College, Milpitas, CA, 2010

Associate of Applied Science, Business Administration, Heald College, Milpitas, CA, 2004

SKILLS

- Highly Motivated, Dependable
- Excellent communication skills
- QuickBooks
- MS Excel, MS Word
- Travel Arrangements
- Accounts Receivable / Accounts Payable
- 10-key
- Multiple phone lines
- Ability to work independently
- Microsoft Dynamics AX
- Payroll
- Scheduling
- Customer Service
- 56 WPM
- Auditing

WORK EXPERIENCE

ACCURAY INCORPORATED, San Jose, CA

2010 – 2016

Receptionist | Administrative Assistant | Accounting Clerk

- Answered and transferred telephone calls to multiple buildings, greeted visitors, made sure that all visitors were checked in and received a visitor's badge.
- Assisted executive administrative assistant and other departments with tasks and projects, such as filing, organizing files, sorting mail, and delivering mail to multiple buildings.
- Served as liaison between HR and interview candidates for interview scheduling, travel arrangements, interview packets, invoices, management approvals. Worked closely with facilities department.
- Assisted Finance group in reconciling quarter-end information in our Microsoft Dynamics AX software program, filed entire 2013 fiscal year accounts payable information, and assisted with multi-jurisdictional sales tax analysis.
- Submitted purchase requisitions for facilities invoices, created and closed out purchase orders, sent purchase orders and communicated with vendors, ensured contracts were fully executed before adding new vendors to the system, communicated contract requirements, scheduled onsite food trucks weekly, collected COI's from food trucks and sent to property management company for approval.

ULTIMATE STAFFING, San Jose, CA**2011 – 2012****Receptionist**, Contractor at Accuray**ALLIED BARTON SECURITY, San Jose, CA****2010 – 2011****Receptionist**, Contractor at Accuray**COLEMAN SECURITY SERVICES, San Jose, CA****2010****Accounts Payable | Accounts Receivable | Payroll**

- Handled accounts payable and accounts receivable, assisted company owner with meetings.
- Created job postings, created invoices and sent to clients, made follow up calls for payments, interviewed and hired security guards for events, created employee new hire packets, issued checks for event employees, filed.
- Submitted payroll through ADP, generated new leads for training company.

HEALD COLLEGE, Milpitas, CA**2009 – 2010****Administrative Assistant**

- Entered student data in Salesforce.com and matriculated student applications on PeopleSoft
- Used Pitney Bowes mail machine for heavy loads of mail;
- Answered and transferred multiple telephone lines, greeted clients and students;
- Worked closely with financial aid and admissions advisors;
- Made copies, assembled orientation packets, assisted on projects using MS Excel and other software.

CENTURY 21 SU CASA, San Jose, CA**2005 – 2007****Accounting Clerk | Administrative Assistant**

- Performed Accounts Payable, Accounts Receivable, and processed Payroll for multiple companies.
 - Arranged corporate meetings with vendors and staff and attended as note taker.
 - Created invoices, posted payments, contacted clients regarding past due invoices, faxed and emailed invoices, filed A/P and A/R, audited bank account using QuickBooks;
 - Registered and prepared quarterly sales taxes for Board of Equalization, prepared and made bank deposits, handled petty cash, worked closely with CPA.
 - Screened telephone calls, emails, and set appointments for CFO.
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