

CRISTINA KIM

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SUMMARY

Accomplished Accounts Payable Specialist with high degree of professionalism and strong problem capabilities. Maintains accuracy in processing invoices. Proficient at vendor management and thrives in challenging, fast-paced environments. Dedicated to providing current state-of-accounts reports to inform cash flow management decisions.

SKILLS

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|---------------------|------------------------|-----------------------------|
| ✓ Vendor management | ✓ Reconciliation | ✓ Reporting |
| ✓ SOX compliance | ✓ Budget control | ✓ General ledger |
| ✓ Organized | ✓ Self-motivated | ✓ Detail-oriented |
| ✓ Negotiation | ✓ Project coordination | ✓ NetSuite |
| ✓ Concur | ✓ Great Plains | ✓ PeopleSoft |
| ✓ MS Office | ✓ AS400 | ✓ QuickBooks/QuickBooks Pro |

PROFESSIONAL EXPERIENCE

CommerceHub, Inc., Albany, NY

2/2016 - 12/2017

Sr. Procurement Analyst

- Negotiate, manage and track usage of 200+ subscription service and support agreements for software, hardware, and consulting services.
- Solicited bids and partnered with Legal and IT Security in reviewing all contracts – coordinated security reviews and approvals, and ensured legal and budget approvals.
- Procure supplies, services, equipment for assigned departments and large capital equipment to include, maintenance and software licensing.
- Coordinate with requestor to obtain necessary documents/information to complete the Purchase Requisition package.
- Generate all corporate Purchase Orders in the corporate accounting system, NetSuite.
- Process executed Purchase Orders ensuring vendor receives the order in a timely manner.
- Act as a liaison to the Accounting Department.
- Resolve shipping, receiving, and billing discrepancies with vendors; negotiate returns and allowances, and expedite orders.
- Manage and procure UK and Seattle branch office supplies and services needs.
- Review monthly recurring billing statement for various services prior to Sr. Director, IT's approval.
- Manage and track IT HelpDesk ticket assigned to Procurement.

Accounts Payable Specialist

10/2013 - 2/2016

- Efficiently processed vendor invoices and maintained up-to-date system.
- Coordinated approval processes of all accounts payable invoices.
- Processed 3 way PO matching invoices to purchase orders, receiving documents.
- Prepared and processed weekly check run, wire transfers and ACH payments.
- Assisted accounting team for month-end and year-end closing.
- Performed various accounting duties; monthly accounts payable accruals, 1099 year-end reporting to IRS, reconciling corporate credit card, bank accounts and petty cash.
- Capitalized company fixed assets, ran monthly depreciation report and maintained monthly schedules of fixed assets.
- Assisted in the accounting department's SOX audit for external records and Auditor's sampling reports.
- Resolved AP issues with external vendors and internal personnel.

Raley's Inc., West Sacramento, CA

2009 - 2013

Accounting Clerk/Pharmacy Receivable

- Reconciled revenues between pharmacy fill system and 3rd party module and process deposit payments on a daily basis.
- Reconciled electronic payment files to actual payment/entries.
- Identified and researched missing payments or overpayments; coordinate with plan administrator payers to determine of claims.
- Reserved and/or write-off outstanding receivables in accordance with written policies and procedures.
- Managed and reviewed 3rd party detail aging prior to period closing. Processed Medicare refund to customers.
- Assisted supervisor on processing weekly 3rd party billings, reconciling medical and balance 3rd party weekly spreadsheets and inventory.
- Processed pharmacy capital returns and upload closed rounds into access database.
- Performed period-end close duties as assigned including journal entries and balance sheet reconciliation.

Accounting Clerk/Fixed Assets

2007 - 2009

- Processed weekly Accounts Payable and Maintenance Interface.
- Reconciled fixed assets subsidiary ledgers and resolved any resulting discrepancy. Ensured that all inventory transfers are appropriately accounted.
- Assisted supervisor investigating issues affecting the company stores fixed assets and recommended ways of resolving them.
- Reviewed and verified the accuracy of journal entries and accounting classifications assigned to various records. Managed and posted stores pre-opening on a weekly basis
- and ran future depreciation reports for budget preparation. Prepared robot files for asset capitalizations, updated fixed assets project codes.
- Oversaw gift cards and responsible for daily SVS report gift card devaluation.

A to Z Bus Sales, Inc., Sacramento, CA - Accounting Clerk (June 2002 – March 2004)

InterVideo, Inc., Fremont, CA - Accounts Payable (October 2000 - December 2001)

F.Y.I. Direct, Inc., Brisbane, CA - Account Manager (November 1999 - October 2000)

DMS Mailing, Newark, CA - Account Manager (July 1997 – November 1999)

PAC Agency, Milpitas, CA - Customer Service Representative (August 1992 – July 1997)

EDUCATION

Associate in Science, Santa Barbara Business College | Fremont, CA | Computerized Accounting