

Lara B. Maes

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Dynamic person with over 35 years of experience in Accounting, Finance, Collections, Billing Customer Service. I thrive for fast pace, high volume

Very well organized / Strong communication skills / Problem Solving Skills

,High proficiency in Accounting software programs: Microsoft, Advanced computer literate: Windows, Word, Excel, Outlook Quick-Books, MAS 500, MAS 90, Field One and Maddenco

Data Entry and 10 Key by Touch/Sight (assessment taken 11/2022 = 13,000 keystrokes @ 100% accuracy)

AR/AP, Collections, Bank Reconciliation, General Ledger, Journal Entries, Outlook, and Customer Service

Assessments taken 08/2024 = 95% accuracy

Takes necessary initiative to evaluate and solve problems in order to obtain goals

Bilingual in English & Tagalog (Fluently; speak/read/write) **Spanish** (well enough to understand & communicate)

Work Experience:

09/2024 - 01/2025

Pavement Recycling Systems. -

Jurupa Valley

Accounts Payable

- Coding with the correct GL for each invoices received from Vendors.
- Matching each invoice with the PO's
- Verifying each ticket from Subcons Checking for correct information; such as, name, address, email, telephone #, job number, and correct total amount.
- Aged Receivables, Must request statements from Vendors before end of month, request copies of missing invoices.
- Generate and Process Flyers Reports from 5 different Entities (every 10th & 25th each month). Request for Vehicle odometer from Project Managers from each branch with each entity. , (if missing from each driver's log)
- Organizing venues for meetings and other holiday functions and ordering luncheons for meetings.
- Answering and directing phone calls and emails to various Departments in the office.
- Assigning Help Desk Tickets to a specific individuals.

02/2024 - 09/2024

Home Instead Care-giving - Temecula

CareGiver (one on one)

- Provides services to persons who need help with day-to-day activities
- Provides health care tasks, personal hygiene services, and other related support services essential to the client's health
- Assists with transfers and ambulation
- Performs incidental household services that are an integral part of a personal care plan
- Provides companionship by reading, listening and talking with client
- Assists client in the development of independent skills through self-care activities such as toileting, clothing routines and personal hygiene
- Appropriately reports changes in client status or as directed by care plan
- Performs other duties as assigned/necessary

04/2023 - 11/2023

Dollar Tree - Riverside

PT Cashier

- First Cashier: Cashier at a register; balancing my drawer count at end of shifts
- Greeting all the incoming customers
- Customer Service is our top priority!

04/2019 - 04/2022

Canyon Tire Sales Inc. -

Corona

Accounting Specialist

- First responder: Answering high volume and fast pace calls
- Managing office supplies and inventory
- Coordinating office equipment maintenance and repairs
- Scheduling and organizing meetings and appointments
- Answering and directing phone calls and emails
- Preparing and distributing memos, letters, and other documents
- Greeting visitors and clients and providing assistance as needed
- Maintaining and organizing files and records
- Assisting with travel arrangements and expenses

- Coordinating office events and functions
- Managing office budgets and expenses

*** Collection is one of my strongest skill, I was able to collect for CTS thousands of dollars that they were not able to collect in the past. per my immediate Supervisor, Natalie Lopez, **"Our A/R Aged Report had never looked so good in 7 years that I've been here."** Received kudos from the owner of the Company as well.

2/2018 - 01/2019

Planet Popcorn - Newport Beach

Assistant Office Manager

- Personally, making the Delivery to our customers in San Diego, Riverside, OC, and LA county to ensure freshness of our popcorn.
- Processing cash, checks (voids), ACH, wires, credit cards and post to customer accounts
- Responsible for following up with all delinquent accounts.
- Sending out Monthly-Statements, Demand Letters, Invoices.

02/2017 - 01/2018

City of Pomona - Pomona

Finance and Customer Service

- Managing office supplies and inventory
- Coordinating office equipment maintenance and repairs
- Scheduling and organizing meetings and appointments
- Answering and directing phone calls and emails
- Preparing and distributing memos, letters, and other documents
- Greeting visitors and clients and providing assistance as needed
- Maintaining and organizing files and records
- Assisting with travel arrangements and expenses
- Coordinating office events and functions
- Managing office budgets and expenses

10/2006 - 01/2017

Motive Energy Inc. - Anaheim

Accounting Specialist

- AR Collections, Customer Disputes, maintain an accurate Aging Reports – Setting record best for my Collection abilities and very Goal oriented.
- Set up New Customers in the system, and prepare credit application, send Trade References and Bank Reference,
- Superb attention to detail for solely maintaining compliance with customer and vendors for Certificate of Insurance
- Maintaining and constantly updating all customer's accounts for California Sales & Use Tax rates for all cities, counties & State tax must be compliance with
- Provide excellent Customer Service to customers and vendors.
- Ability to prioritize and manage multi-tasking
- Shipping web orders to customers via UPS, FedEx, USPS
- Shopping around for most feasible and fastest freight companies
- Selling our products at Sports Arenas to stadium vendors.
- Working at Sport Events to vendors and to the public > Depositing cash to the bank as often as possible.
- Managing office supplies and inventory
- Schedule & Organize work meetings and appointments
- Answering direct calls, Answer emails
- Maintain & Organize Files & Records & Scan
- Incharge of Sales Tax laws and update all customers and vendors on our system program
- Releasing daily Sales Orders from various Departments (Shop, New Sales, Parts, Field Serv, Rentals)
- Invoice 1000+ customers for all departments and multiple states for CA/NM/NV/TX (new sales, rentals, used, shop, field service, parts); reconcile to correct sales person and total amounts (post/batch/scan/sort) *some invoices are mailed, some emailed ONLY and some both, depends on customer's requests.
- Deposit checks remotely using check scanners for multiple bank accounts
- A/R collection efforts to several large customers
- Special priority projects as assigned by the Accounting Manager
- Bank reconciliation/general ledger/journal entry
- Credit Check for Vendors applying for line of credit
- Month-end inventory

07/1991 - 09/2004

Fulton Medical Group- Newport Beach

Front Office Manager

- Checking in/out patients
- Collecting payments for service rendered
- Billing Insurance or private party
- Scheduling workers for their shifts
- Daily End of Day reports and Monthly Reports
- Sending out Yearly W2's to employees

Education:

1992 - 1993

Golden West Community College - Accounting

1988 - 1991

Canyon High School - Anaheim Hills