

Rachel Stillwell

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Accounting professional with 20 years experience looking to join a great team.

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

ARCH Medical Solutions - Escondido, LLC - Escondido, CA

August 2020 to July 2022

- Accounts Payable - 3 Way Matching
- Accounts Receivable/Collections
- General Ledger Reconciliations and Maintenance
- Bank and Credit Card Reconciliations
- Process Employee Expenses and Reimbursements
- Sales Tax Processing and Reporting
- Monthly, Quarterly & Annual Preliminary Financial Statements
- Calculate Commissions
- Answer all employee, customer, and vendor inquiries

Bookkeeper

Los Willows, Inc. - Oceanside, CA

April 2015 to June 2020

- Accounts Payable and Accounts Receivable/Collections
- General Ledger Reconciliations and Maintenance
- Bank and Credit Card Reconciliations
- Process Employee Expenses and Reimbursements
- Sales and Property Tax Processing and Reporting
- Monthly, Quarterly & Annual Preliminary Financial Statements

- 1099 Processing
- Payroll (ADP)
- Vacation and Sick Time Accruals
- Calculate Commissions
- New Hire Processing
- Create and Maintain Personnel Files
- Answer all employee, customer, and vendor inquiries

Temp-to-Hire - Accounting

Various Employment Agencies - San Diego, CA
May 2013 to April 2015

- Accounts Payable and Accounts Receivable
- Purchase Order - Invoice Reconciliation
- Process employee expenses
- General Ledger and Bank Reconciliations
- Monthly, Quarterly & Annual Preliminary Financial Statements
- Answer all employee, customer, and vendor inquiries

Freelance Bookkeeper

Self-Employed - San Diego, CA
December 2012 to April 2013

- Accounts Payable and Accounts Receivable
- Payroll (ADP)
- Vacation and Personal Time Accruals
- Calculate commissions
- Process employee expenses
- General Ledger and Bank Reconciliations
- Monthly, Quarterly & Annual Preliminary Financial Statements
- Answer all employee, customer, and vendor inquiries

Station Accounting Clerk III

Southern California Edison - San Clemente, CA

January 2012 to March 2012

- Review and process 700+ employee time sheets per day
- Verify employee compliance with union and fatigue management rules
- Run compliance test scenarios on employee schedules for supervisors
- Answer employee payroll questions
- Assist SAC II employees with various payroll projects
- Create and run reports in payroll software (SAP)
- General clerical

Station Accounting Clerk III

Southern California Edison - San Clemente, CA

August 2009 to February 2010

- Review and process 700+ employee time sheets per day
- Verify employee compliance with union and fatigue management rules
- Run compliance test scenarios on employee schedules for supervisors
- Answer employee payroll questions
- Assist SAC II employees with various payroll projects
- Create and run reports in payroll software (SAP)
- General clerical

Accounting Assistant

Discovery Bank - San Marcos, CA

August 2003 to August 2009

- Accounts Payable and Accounts Receivable
- General Ledger Reconciliations
- Monthly, Quarterly, and Annual Accounting and Loan Reports
- Payroll Processing
- Vacation/Personal Time Accruals
- Benefits and COBRA Processing

- New Hire Processing
- Create database queries and reports
- Process and balance loan participations
- Release liens on closed loans
- Review and process construction loan fund control requests
- Process domestic and international wires
- Process loan advances and payments
- Process deposits and withdrawals
- Open new deposit accounts and safe deposit boxes
- Daily reconciliations - both individual and branch
- General clerical and customer service

Receptionist

Mercedes Benz of Escondido - Escondido, CA
October 2002 to August 2003

Bank Teller

Citizens Bank - Clinton, CT
August 2001 to August 2002

Administrative Assistant

Electro Scientific Industries - Escondido, CA
April 2000 to February 2001

Temp-to-Hire

Thomas Staffing - Rancho Cucamonga, CA
August 1999 to April 2000

Order Entry Clerk

Spy Optic - Vista, CA
August 1998 to May 1999

Temp-to-Hire

Officeteam - Carlsbad, CA
October 1997 to August 1998

Accounts Receivable Clerk

Month Club - Carlsbad, CA
February 1997 to September 1997

Customer Service Representative

Blade-Citizen Newspaper - Oceanside, CA

July 1992 to January 1996

Education

Bachelors in Business Management and Accounting

University of Phoenix - San Marcos, CA

2009 to 2016

Certificate in Computer Applications and Network Administration

Coleman College - El Cajon, CA

January 1995 to May 1996

Skills

- Journal Entries
- General Ledger Reconciliation
- General Ledger Accounting
- Account Reconciliation
- Bank Reconciliation
- Accounts Receivable
- Accounts Payable
- Order Entry
- SAP
- QuickBooks
- Financial Statement Preparation
- Payroll
- Data Entry
- Bookkeeping
- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Microsoft Outlook
- Accounting
- Customer service
- Financial Report Writing
- GAAP
- ERP Systems