

Tiep (Anna) Can

Westminster, CO 80021

tiepcan11nqe3s_wbs@indeedemail.com

+1 720 989 5672

Work Experience

Staff Accountant / Account Payable Specialist III

Wheel Pros, Inc.-Greenwood Village, CO

October 2000 to Present

- Handle all activities in accounts payable and accounting related to GL accounts coding, GL journal entry, month end accruals, reconcile vendor statements and work direct with vendors to ensure timely payments of vendor invoices and process reimbursement employees expenses, including travel expenses in Concur.
- Produce a variety of financial reports
- Assist with month-end close and reporting and responsible for all international and domestic vendors
- Observe accounts activities and process month-end accrual and help establishing income statements, review month end income statements, and do journal entry to correct GL accounts
- Facilitate communication with the internal customers; support operations of warehouses in US, Canada and Australia locations
- Refine the operational control to reduce cost by checking billing errors to request for credits
- Code invoices and input into the general ledger
- Responsible for the vendor's accounts reconciliation and negotiating past due accounts
- Responsible for building rent prepaid account, and do journal entry to rent expense account.
- Responsible for reconciliation sales & use tax accounts, and multi assets accounts
- Responsible for the use and sales tax filing with state of Colorado, and other states.

Accounting Technician II - Auditing - Part-time

Hamblin And Associates, LLC

March 2015 to December 2019

- Prepares audit trial balances, financial statements and reports from records maintained based on governmental accounting standards
- Properly follow quality control standards and procedures, especially in the use of audit software for maintenance of audit engagement documents.

Education

AAS in Accounting

Front Range Community College - Westminster, CO

Skills

- SAP (15 yrs), Advance MS Excel (18 yrs), GAAP Concepts (20 yrs), Concur Solutions (4 years), Governmental accounting and not-for-profit accounting (4.5 years).
- Journal Entries

- General Ledger Accounting
- General Ledger Reconciliation
- Bank Reconciliation
- Accounts Payable
- Account Reconciliation
- Financial Statement Preparation