

Yuying Borowitz

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Dependable, organized, responsible, 15 + years of accounting experience. I am seeking a position as an accountant where I can provide the most value and benefits to an organization utilizing my experience, education, work ethic, and tenacious nature. special skills

Work Experience

Staff Accounting

R.L Hildebrand & Associates, Inc - Fort Collins, CO

October 2015 to Present

- Managed accounts payable, accounts receivable, vendor accounts
- Manage Payroll, payroll tax, quarterly and year-end payroll tax compliance, work comp audits
- Prepare journal entries and general ledger
- credit card transactions making sure they are posted to the correct account and company
- Handle monthly, quarterly, and annual financial statements
- File monthly and quarterly sales tax returns

General Accounting

Accounting Service and Payroll - Berthoud, CO

February 2013 to September 2015

- AR/AP, bank reconciliations
- Using GAAP to do journal entries, G/L review and financial statement preparation
- Support and generate accounting document for monthly or full cycle periods
- Sales/Use tax return preparation
- Reconciliation of Balance sheets
- Monitor and record weekly deposits and sales records
- Prepare payroll including payroll taxes
- Electronic submission of full profit & loss statements

Accountant

Image Associates (Consultant firm) - Westlake Village, CA

May 2008 to December 2012

- Reported on variances in quarterly costing reports
- Prepared annual company accounts and reports
- Administered online banking functions
- Manage payroll, taxes, and benefits payments and process full-cycle biweekly payroll
- Performed month-end journal entries and reconciliations
- Monitored and recorded company expenses
- Ensured compliance with accounting deadlines

Education

Bachelor's degree in Business

Guangzhou, China

Associate's degree in Accounting

Moorpark College - California

Skills

- Strong Understanding of GAAP Knowledge of accounting and bookkeeping principle Ability to identify errors& solve problem Excellent in QuickBooks, Creative Solutions, Sage Peach Tree accounting Software, MS Word, Excel& Access, 10 -key Comfortable in web browser environments Strong analytical and organizational skills
- Bank Reconciliation
- General Ledger Accounting
- Financial Statement Preparation
- General Ledger Reconciliation
- Account Reconciliation
- Balance Sheet Reconciliation
- Payroll
- Journal Entries
- Accounts Payable
- Accounts Receivable

Languages

- Mandarin - Expert
- Cantonese - Expert

Certifications and Licenses

Certificate of Completion in Accounting Procedures