
EDUCATION:

University of California, Riverside (UCR Extension) / Riverside, CA – 2018
Professional Achievement Award in Accounting for Governmental and Nonprofit Organizations

California State University, Long Beach / Long Beach, CA --- 2003
Bachelor of Science in Business Administration, majoring in Management Information Systems

Cerritos College / Cerritos, CA --- 2001
General Education courses with emphasis in Accounting and Information Systems

Los Angeles Harbor College / Harbor City, CA --- 1999
General Education courses with emphasis in Accounting and Information Systems

EXPERIENCE:

04/2021 – Present

Riverside County Regional Park and Open Space District (RivCoParks) Jurupa Valley, CA
Fiscal Manager

- Responsible for developing and managing \$20M budget for the District.
- Oversees the whole Finance department for the District.
- Prepares Monthly Financial Performance reports to staff and management
- Prepares Quarterly Budget Reports and Adjustments and/or Appropriation Transfer Requests with Auditor-Controller and Executive Office as needed.
- Develops strategic financial plans for the District in alignment with the County's strategic goals
- Coordinates annual external audit for our year-end financial reports.
- Prepares fiscal year-end schedules, Annual Sales Tax and Annual Liability Insurance reports for the District.
- Prepares time studies to identify overhead costs and assist in analyzing District user fees for budgetary purposes.
- Coordinates with external auditors by providing audit requests such as revenue and expenditure documentation.
- Acting as the financial lead in the implementation team for the District's new Point-Of-Sale (POS) system with ITINIO
- Assists in preparing technical and user documentation for the new POS to be used by District staff.

Supervising Accountant (09/2013 – 04/2021)

- Supervised 4-6 staff in the Accounting Unit within the Finance department.
- Oversaw the Accounts Payable, Accounts Receivable, Payroll, and Asset Management units.
- Reviewed and approved an average of 600 vouchers a month in PeopleSoft Financials.
- Reduced the AP Aging report from a high of 250 invoices over 90-120 days to an average aging of 30 days or less
- Reviewed and approves treasury deposits coming through the County Treasury.
- Reviewed and approves monthly procurement card (PCARD) billing. Monthly average is 67 users and 450 voucher lines.
- Reviewed and approved journal entries in PeopleSoft Financials for voucher corrections, GL reclassifications, and/or cost allocation.
- Responsible for Chart of Accounts requests such as Account Codes, Funds, DeptIDs, and Class/Location codes with Auditor-Controller's Office (ACO).

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- Reviewed reconciliation of Internal Service Fund (ISF) billings such as IT, HR, Fleet, and Supply Services.
 - Prepared the monthly budget reports to supervisors and management.
 - Conducted evaluations to staff and also interviewed new hires in the Finance department as needed.

08/2007 – 09/2013 County of Riverside, EDA Facilities Management Riverside, CA
Senior Accountant (03/2009 – 08/2007)

- Oversaw the inventory control system in PeopleSoft Production for EDA Facilities Management
- Responsible for troubleshooting PeopleSoft inventory module by monitoring inventory transactions on a daily basis and identify potential issues that may occur during receiving, putaway, picking, and depleting stages.
- Acted as the department liaison for PeopleSoft inventory issues and inquiries with the RCIT Enterprise Solution Division.
- Evaluated and analyzed workflow and efficiency issues in the Warehouse/Storeroom and provide recommendation to management.
- Provided hands-on training on using the PeopleSoft Inventory Module to new users including training materials, and user documentation
- Conducted quarterly cycle counts and annual physical counts to maintain accountability and quality control of the physical inventory.
- Managed inventory items in PeopleSoft including setting up new items, assigning default storage locations and maintaining the master inventory list.
- Developed and ran queries in PeopleSoft Financials to transfer inventory activity to the Internal Service Fund (ISF) departments.
- Prepared year-end Schedule E forms including journal entries for the Auditor Controller.
- Served as a lead for eight people in the Accounts Payable division.
- Assisted in resolving vendor issues such as vendor setup, stale-dated warrants, and aging invoices.
- Coordinated PeopleSoft Accounts Payable module system issues with the RCIT Enterprise Solution Division.
- Participated in system testing to ensure new business process provides expected results throughout the business cycle.
- Served as backup for coding of purchase requisitions by providing accurate accounting strings.
- Responsible for verifying and approving vouchers at the department level; which includes reviewing proper coding, payment authority, and Sales/Use tax application.
- Developed PeopleSoft queries as requested by staff for purposes of research and reporting to vendors and internal customers.
- Participated in the design and evaluation of business processes required for the implementation of new systems such as the department's automation of invoice approvals through Microsoft SharePoint.
- Reconciled Internal Service Fund (ISF) billings such as Fleet, Supply Services, and RCIT billings.
- Assisted in the completion of the Annual Risk Management reporting for the department.
- Oversaw and reconciled the Agency's fleet of vehicles for the Annual Fleet Survey Certification.
- Responsible for preparing the Annual Countywide Cost Allocation Plan (COWCAP) for the department.

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- Assisted in special projects assigned by supervisors by creating queries and analyzing data for rate development and budget preparation such as the department's quarterly and annual time study reporting.
 - Created monthly journal entries in PeopleSoft Financials for voucher correction, interfund billings, and allocation of administration costs to different divisions within the Agency
 - Developed queries in PeopleSoft Financials and HCM for accurate analysis and reporting of financial data
 - Participated in the evaluation of business processes required for the system upgrade of the automated parking billing system for our Parking division:
 - Assisted in cleaning up the parking database for the migration to the new system
 - Tested the new parking system to ensure that the database was accurate and that the upgrade provided the expected results
 - Oversaw all accounting functions in the Parking division including daily cash deposits, Parking Account reconciliation, monthly parking card billing, and annual reserve space billing

Accountant Trainee/Accountant I (08/2007 – 03/2009)

- Served as a resource on all matters involving the support, maintenance, and development of the PeopleSoft inventory control system for the department which includes functional support, analysis, and design specifications, as needed.
- Served as the lead in the development of the technical and/or user documentation for the Inventory Control System.
- Served as the lead in preparing flow process diagrams such as workflows, warehouse layout and storage level
- Reconciled monthly revenue and expense reports for purposes of the countywide cost allocation plan (COWCAP)
- Responsible for preparing and analyzing data for the countywide cost allocation plan (COWCAP)
- Responsible for requesting Chart of Accounts setup with the Auditor-Controller's Office (ACO) including zero budget line, class/location, account, department, and fund requests.
- Assisted in managing the capital and non-capital assets for the department
- Responsible for coding of purchase requisitions by providing accurate accounting strings
- Responsible for verifying and approving vouchers at the department level which includes reviewing accounting strings, funding source, and signing authority.
- Reconciles monthly supply services, printing, fleet, and RCIT billings
- Reconciles monthly procurement card statements for the department
- Creates journal entries in PeopleSoft for voucher correction or redistribution of costs
- Developed queries in PeopleSoft Production and Reporting for use in rate development and budget preparation as needed by supervisors.

June 1998 – January 2007 **ALFRED DESIGN, INC.** Redondo Beach, CA **Office Manager**

- Upgraded MS-DOS payroll system to QuickBooks Pro and processed payroll for 6-8 employees
- Prepared contracts, addendums, invoices, and change orders for customer service to generate sales
- Developed and maintained project database using MS Access to improve data management
- Remitted payroll taxes and government reporting within deadline requirements
- Managed accounts payables including vendor verification and invoice matching
- Managed accounts receivables including invoicing clients and collection of aging accounts
- Reconciled bank and credit card statements to monitor company profitability

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- Assisted in processing final map clearances, planning commission hearings, coastal commission requirements to expedite clients' projects
 - Installed computer hardware, software, and peripheral equipment to maximize employee performance and efficiency
 - Answered employees' inquiries regarding computer software and hardware operation to resolve problems.

August 2004 – November 2006 **FREDERICK CONSTRUCTION** Redondo Beach, CA

Office Administrator (Independent Contractor)

- Established bank accounts, vendor, client, and subcontractor information into QuickBooks Pro to streamline bookkeeping activities
- Verified subcontractor information including license, insurance, and bond requirements to ensure compliance with the Contractors State License Board.
- Reconciled bank and credit card accounts to monitor cash flow between construction projects
- Scheduled building inspections with the City to avoid project delays and construction cost overruns
- Prepared budget and cost analysis for management review
- Ordered construction materials with suppliers and coordinated with delivery schedules to avoid loss of labor productivity

CERTIFICATES & AWARDS

- RivCoParks General Manager's Award - 2020
- Riverside County Supervisory Excellence Academy (Franklin Covey series) – 07/12/2012
- County of Riverside Low Value Purchase Order Certificate Program – 05/16/2011
- PeopleSoft 9.1 HRMS Query Writing Certification – 11/29/2012
- EDA Microsoft Dynamics Training – 06/13/2012

SOFTWARE:

- Peoplesoft Financials 9.2 and HCM 9.2
- RIVCOBUDGET (SHERPA Budget System)
- Microsoft Office 365; MS Office 2007-2010 (Excel, Word, PowerPoint, Access, Outlook, Visio)
- Microsoft SharePoint and Dynamics
- Tableau BI Reporting / SOCRATA
- Simpler / Dazel / LaserFiche
- Adobe
- Quickbooks Pro