

# Cynthia Solis

Salinas, CA. 93907

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## Summary

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Accomplished Accounting Professional with extensive experience in fiscal operations, business administration, A/P, A/R, ad hoc reporting, cost allocation, month/year-end closing, variance analysis, and development/implementation of policies and procedures.

Expertise in strategic planning, forecasting, budgeting, financial auditing, project management, and understanding of federal wage and hour law.

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## Highlights

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**Skills:** Accounts Payable, Accounts Receivable, Billing and Invoicing, Payroll, etc.

**Applications:** Microsoft Office Suite (Excel, Word), QuickBooks, KRONOS, Lawson 9, JD Edwards and Hubble.

**O/S:** Windows 7/8/8.1/10/; AS400

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## Work Experience

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Monterey Mushrooms, Royal Oaks, CA.

12/2006 - Present

### Staff Accountant

- Responsible for monthly GL closing, maintenance, variance analysis and financial reporting.
- Reconciliation of GL balance sheet accounts and analyze account fluctuations.
- Prepare monthly, weekly, and daily management reports.
- Maintain Fixed Assets and Capital project reports.
- Oversee & perform duties to back up and support other accounting functions (Accounts Payable and Payroll) for 3 Western Region locations.
- Responsible for forecasting, year-end audit and budgeting.
- Participate in the implementation of accounting systems and accounting control procedures.
- Ad hoc analysis for 3 Western Region locations

### Payroll/Accounting Clerk

- Prepare and process payroll data for 600+ union employees on a weekly basis through KRONOS and company system via direct input and upload, balance, print and distribute payroll checks while ensuring compliance with federal, state, and employment laws.

- Responsible for tracking new hires, terminations, and rate changes, while entering appropriate data into the computer system.
- Responded to payroll inquiries within a reasonable time frame in a courteous and professional manner. Propose solution when information is needed or errors occur.
- Ensured that all payroll records were kept in accordance with applicable federal and state laws.
- Computer literacy with knowledge of billing and accounting concepts.
- Monthly reconciliation of payroll related accounts.
- Assisted as back up for billing and invoicing

### **Receptionist/Accounting Clerk**

- Answer incoming phone lines and direct calls to appropriate person
- Accurately and timely process outgoing mail and distribute incoming mail
- Maintain account for cash sales
- Assists with administrative support to the Managers in the administrative building (occasionally help other departments as needed/available)
- Maintain Postage machine and track employee personal use of postage
- Monitor phone system; maintain extensions and facility address listing
- Assists with regional functions including
- AP and flagging for Arroyo Grande & Mushroom Farms
- Process Payroll for Arroyo Grande
- Assist in budgets for Arroyo Grande and Mushroom Farms

### **Lab Technician**

### **Packing Operator**

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### **Education**

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Monterey Peninsula College, Monterey, CA.

**2017: Associates Degree (Science Accounting)**

Central Coast College, Salinas, CA.

**2012: Computer Specialist Accounting**

United Way, VITA

**2012: Tax Preparer Certified**