

LILIANA HEREDIA

WEBSITE, PORTFOLIO, PROFILES

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PROFESSIONAL SUMMARY

Resourceful Accounts Assistant knowledgeable in QuickBooks, FreshBooks and MS Excel. Meticulous multi-tasker brings 10+ years of experience handling bookkeeping activities and correcting accounting errors. Skilled at analyzing complex situations and finding unorthodox solutions to challenging problems.

SKILLS

- Microsoft Office Suite
- Professional and Courteous
- Strong Organizational Skills
- Confidentiality and Data Protection
- Task Prioritization
- Database and Client Management Systems
- Judgment and Decision Making
- Report Preparation
- Research and Analytical Skills
- Document and File Management
- Ease with Computers and Technology
- Schedule Management
- Bilingual in Spanish and English

WORK HISTORY

ACCOUNTS PAYABLE/RECEIVABLE SPECIALIST 09/2015 to Current
Roper Whitney, LLC, Rockford, IL

- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pay invoices by verifying transaction information; scheduling and preparing disbursements obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds.
- Identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts.
- Notifying customers of insufficient payments.
- Post customer payments by recording cash and checks transactions
- Totaling and recording deposit amounts, filling out deposit slips and bundling funds and slips.
- Update receivables by totaling unpaid invoices.
- Developed client rapport by efficiently addressing incoming correspondence and resolving A/P inquires per day
- Reviewed account documentation, rectified issues and contacted vendors about account change

- Used Open Pro, AS400 and Infor to accurately manage over 50 accounts worth \$1,000,000.00
- Assessed data and information to verify entry, calculation and billing code accuracy
- Investigated daily variances and corrected errors to resolve discrepancies
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month
- Reached out to vendors and customers to verify information and follow up on client issues

BOOKKEEPER/ADMINISTRATIVE COORDINATOR/PERSONAL ASSISTANT 08/2006 to 07/2015
ML Farm Systems Inc, Rockford, IL

- Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Created detailed expense reports and requests for capital expenditures.
- Arranged rapid office equipment repair and maintenance with vendors.
- Drafted and wrote correspondence and documentation for office.
- Scheduled appointments and updated calendars.
- Planned meetings and took detailed minutes.
- Managed company schedule and calendar.
- Provided statistical and budget reports and greeted and provided general support to visitors.
- Screened and handled telephone communications.
- Collected and entered information into departmental databases.
- Analyzed and solved multi-faceted problems that effected executive leaders and business initiatives.
- Achieved specific team objectives and collection activity.
- Initiated timely project management within budget constraints for multi-faceted problems concerning executive leaders.
- Established and updated work schedules to account for changing staff levels and expected workloads.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
- Managed supervisor itinerary and appointments and streamlined scheduling procedures.
- Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
- Work with IRS on payment plan to payoff overdue debt.
- Administrate finance and achieve to payoff a four-plex building and acquire new , building for the company.

ADMINISTRATIVE ASSISTANT 02/2000 to 02/2004
Liverpool, Cordoba, Mexico

- Counseled debtors on payment options and arranged installment agreements.
- Monitored accounts for compliance with established payment plans and flagged non-compliances.
- Processed payments and applied to customer balances.
- Set up drafts and processed immediate payments after conducting thorough research and analysis of account.
- Discussed options with delinquent clients in terms of proposed solutions or foreclosure.
- Recorded all information regarding financial status of customers.
- Negotiated to collect balance in full.
- Delivered exceptional customer service on collection calls and maintained calm and professional demeanor.

- Researched accounts and completed due diligence to resolve collection problems.

ACCOUNTING AND AUDIT ASSISTANT 07/1994 to 01/2000

ADO, Mexico City, Mexico, Mexico

- Used accounting software to prepare weekly and monthly financial reports.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Transferred data and documents for smooth system migrations and software updates.
- Reported financial data and updated financial records in ledgers and journals.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Reconciled company accounts for credit cards, employee expenses and commissions.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Assisted management with finalization of annual expense plans.
- Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
- Improved audit procedures recommend visiting different branches on random dates instead of consecutive dates.

EDUCATION

Southern New Hampshire University, New Hampton, NH
Bachelor of Science, Accounting, Expected in 2023

Rock Valley College, Rockford, IL
Associate of Science, Accounting, 05/2021
• Dean's List [May, 2021](#)

Universidad Veracruzana, Nogales, Veracruz
Some College (No Degree), Accounting

ADDITIONAL INFORMATION

- Authorized to work in the US for any employer

CERTIFICATIONS

- Certified Notary Public
- Certified Fraud Detection, Rock Valley College
- Certified [Tax Prepare](#), [Rock Valley College](#)