

SALVADOR SOTO JR, MSA

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Driven accountant and analyst. Organizational objective is to apply advance accounting skills and provide effective team leadership.

Qualifications

- Master's in Accounting, Advance Excel skills (e.g. Pivot Tables, Macros, etc.) and over 7 years of GAAP (ASC) experience.
- Advance Accounting studies in Master Budgets, Financial Analysis, Internal Controls, and Costing Management.
- Software Experience: MAS90, Practice CS, Laserfiche, GoFileRoom, Visio, Great Plains, Deltek Vision, Peachtree, QuickBooks.
- Internal Audit Experience: Payroll Discrepancy, Inventory Shrinkage, System Misallocations, and Operational Controls.
- Bilingual in both English and Spanish; and, improve processes and resource allocations to reduce cost and increase efficiency.

Education & Award

Doctor of Management in Organizational Leadership (2017 - Present) - University of Phoenix, Costa Mesa, CA

Master of Science in Accountancy (2017) - University of Phoenix, Costa Mesa, CA

Bachelor of Science in Accounting (2014) - DeVry University, Anaheim, CA

Bachelor of Arts in Business Administration - California Southern University, Irvine, CA

Eagle Scout Award - Boy Scouts of America, San Juan, Puerto Rico

Professional Experience

ACCOUNTANT | Powerstone Property Management | Irvine, CA

Aug 2019 – Present

Summary: Responsible to prepare accurate and timely financial statements for homeowner association clients.

- Review records of accounts and input entries into proper accounts.
- Prepare monthly financials for assigned associations based on monthly schedules and due dates.
- Prepare bank reconciliations and make necessary adjusting journal entries.
- Review general ledger accounts, audit accounts payable and make any needed corrections.
- Review bank account balances for FDIC coverage and recommend fund investments to clients.
- Examine accounting records to assess accuracy and conformance to standards defined by dept.
- Report inconsistencies, issues, or concerns to the controller or chief financial officer.
- Communicate with board members and property managers and respond to any inquiries.

SENIOR ACCOUNTS PAYABLE | Squar Milner LLP (CPA Firm) | Irvine, CA

Jan 2015 – May 2019

Summary: Temporary accountant during 2015 when starting graduate studies. Perm employee on Jan 2016 during MS studies.

- GL Reconciliations, American Express Dashboard Analysis, I.T. Budget vs Actual and Capital / Expense Budget Analysis.
- Customized **Excel** Reporting for Cash Position Analysis, P&L by Department, Revenue by Industry, and Revenue Realization.
- JE for Prepays, Accruals, Payroll Expense, 401-K, FAS 125, Partners Salary; **Excel** Financial Statements, and Pro-Forma.
- Revise A/P SOP, Vendor & Employee payments, analysis, and setup in **MAS90, ExpenSable, Laserfiche, & GoFileRoom**.
- Manage AP support during multiple (5+) Merger Acquisitions, training to AP temp & perm staff, and AP workflow in **Visio**.

SENIOR BILLING ANALYST | Capario / Emdeon (Revenue Management) | Santa Ana, CA

Feb 2014 – Aug 2014

Summary: Coordinate and administer biweekly, monthly, and specialty billing. Temporary accountant during BS studies.

- CRM billing, queues and respond to customer inquiries, and perform ad hoc projects assigned by management.
- Manage finance/invoice questions and cases in **Salesforce**; and assist with the monthly billing process in **Great Plains**.
- Maintain monthly customized **Excel** reports for attrition & customer ramping by retrieving data from **Epicor & Capario One**.

BILLING & REPORTING ACCOUNTANT | Cardno (Environmental Engineering) | Lake Forest, CA Jul 2012 – Feb 2014

Summary: Support management on audit revenue recognition, billing corrections, data mining, time & material allocations, and A/R.

- Audit client invoices in **BST** software, configure **Access** (Service-Entry-System) to **SAP**, and troubleshoot errors.
- Develop an alert system to identify electronic invoice rejects by creating customized **Excel** macros, and **Visio** flowchart.
- Project budget vs. actual billing analysis support, temporarily delegate billing corrections to staff, and train new staff on billing.

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ACCOUNTANT | Brass Management (Business Consulting) | Las Flores, CA

Aug 2008 – Jul 2012

Summary: Accounting services to Wholesale Distribution, Hotels, Merchant Services, Tax Firms, and Non-Profit.

- Month end journal entries, G/L reconciliations, financial statements, consolidation, financial analysis, and audit bank systems.
- Develop **Excel** Macros, Pivot Tables, multi- formulas, and support to **MICROS, QuickBooks, MAS90 & NetSuite**.
- Prepare Sales & Use Taxes, Corporate Taxes, Payroll Processing & Taxes, AR client billing, and AP vendor payments.

ACCOUNTANT | MVE & Partners (Architect Firm) | Irvine, CA

Jun 2007 – Aug 2008

Summary: Period Closes, Financial Statements of Multi-Corporations (10) and Cash Flow Projections until firm wide layoffs.

- Responsible for quarterly and year end close, G/L reconciliations, prepaid/accrual journal entries, and financial statements.
- Develop new data analysis procedures for integrating **Deltek Vision** data into **Excel** for customized financial reports.
- Prepare cash flow projections on real estate developments, and time & billing review with Principals (PM) and Partners.
- Client billing, A/R collections, Payroll journal entries, maintain health & corporate insurance, 401(k) plan, and timesheet system.

TEMPORARY ACCOUNTANT | Robert Half, Inc. | Irvine, CA

May 2006 – Jun 2007

Senior Accountant: Auto & Truck Glass, National Vehicle Glass Installation, Mission Viejo, CA (08/06 to 06/07)

- Oversee accounts payable & receivable teams and expense reports for budget variance analysis.
- Managed operational audits for inventory shrinkage in the Great Plains system.
- Responsible of financial & governmental state audits with CFO and ensured compliance with agencies.
- Recruited and trained new staff on tasks; plus, coached and mentored all other team members.
- Developed internal control procedures and recommended benchmarks for measuring performance.

Fixed Asset Accountant: Quiksilver, Global Apparels & Accessories, Huntington Beach, CA (05/06 to 08/06)

- Capital project spending analysis and updated Excel fixed assets log for domestic locations; and quarterly G/L review.
- Assisted on tracking \$500M of FA and over \$3M of inventory, and capital expenditure auditing.
- Managed and implemented new fixed asset software conversion from FAS to Great Plains.

PUBLIC ACCOUNTANT | Benjamin R. Putman, Inc. (CPA Firm) | Mission Viejo, CA

Jan 2003 – May 2006

Summary: Compilation Reporting, Government Audit Support, and Full Charge Bookkeeping.

- Provide bookkeeping service, prepare AJE Excel workbooks, on-site accounting, financial statements, and prepare returns for payroll, sales & use, and property taxes.
- Streamline processes to reduce cost and examine client payroll tax discrepancy.
- Managed IRS audit requests and provided QuickBooks consulting, installation and training.
- Preparation of daily & monthly accounting procedure manuals for selected clients.

Additional Skills

MAS90 (6 years), Practice CS (4 years), Laserfiche (3 years), GoFileRoom (2 years), Visio (5 years), Great Plains (3 years), Deltek Vision (2 years), Peachtree Accounting (3 years), QuickBooks (5 years), Excel (10+ years), PowerPoint (3 years)

Affiliated Associations

FASB Accounting Standards Codification (ACS); U.S. Bureau of Economic Analysis (BEA); IFRS Foundation (International Financial Reporting Standards); CalCPA Education Foundation; and, National Society of Leadership and Success.