

Elizabeth N. Worker

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Staff Accountant

Mobile Communication, Healthcare and Education

Accurate staff accountant with experience in accounting and billing for cellular content providers and general accounting for healthcare and education. Proven ability to develop new systems, reconciliation of difficult accounts, and set up and monitor budgets. Skilled in customer service, problem resolution and conflict management to assure customer satisfaction. Strong on fiscal closing and general ledger and technically proficient in MS Office, data base and reporting software. Excellent communicator. Primary skills and capabilities include:

- **New Systems and Procedures:** Created first billing statement and payment systems and procedures for customers and cellular carriers for \$15 million division budget with \$1.5 million in monthly receivables. Created semi-monthly revenue payment spreadsheets to document customer revenue disbursement requests
 - **Account Reconciliation:** Researched, reconciled and released 15 years of encumbrance discrepancies resulting in \$500,000 department savings. Reconciled division's monthly carrier and customer payment discrepancies utilizing accounts receivable ledgers
 - **Budget Development and Monitoring:** Administered complex \$3.5 million annual budget in coordination with Director including analyzing expense category and budget variances and making adjustment recommendations to support Director's program mandates
 - **Contract Execution:** Executed high volume complex artist performance fee contracts for \$5 million program with upwards of 250 performances annually
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Professional Experience

West Coast Hospital, Los Angeles, CA
Time and Effort Coordinator

2007 to 2008

Established Cost Accounting Office to evaluate workflow and procedure. Trained 300 department personnel on federal effort compliance reporting. Reconciled twelve months of compliance reporting and payroll records for accuracy and system errors.

Cellular Entertainment, Los Angeles, CA
Accounting/Billing Analyst

2005 to 2007

Cellular Entertainment, a technology company facilitating the delivery of mobile content to cellular devices. Interpreted contract terms to establish customer billing statement and payment schedules. Identified potential customer invoice and payment conflicts and solutions.

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University of Los Angeles, Los Angeles, CA
Clinical Materials Procurement Specialist

1992 to 2005

Processed journal entries to resolve \$1 million plus backlog of invoice issues for \$121 million budget. Implemented purchasing procedures for division clinic added to department's fiscal supervision.

Fund Manager, Institute for Social Science Research

Provided 20 faculty members from various academic departments with federal award management including pre-award budgeting and proposal preparation, in-life grant administration and award close out support. Audited and processed journal entries, check requests and travel vouchers per GAAP/FASB and university compliance. Performed month-end ledger reconciliation and month-end and fiscal year-end journal entries.

Budget Analyst, Undergraduate Admissions & Relations with Schools

Administered \$3.5 million budget. Developed annual budget projections and standards for admissions department. Audited department purchasing transactions for accuracy and compliance with university accounting practices.

Previous Employment – Relevant employment in bookkeeping and general accounting for manufacturing and healthcare organizations. Functions included general ledger and financial report preparation; purchasing; payroll; accounts payable and asset accounting

Software Capabilities

Excel, Word, Adobe, PowerPoint, Outlook, SAP, Intacct, Access, PeopleSoft, University of LA proprietary accounts payable software, Central Hospital proprietary Time & Effort Reporting software

Education and Certifications

University of Los Angeles, Los Angeles, CA – B.A. – Sociology

University of Los Angeles Extension – Seven credited accounting and finance courses

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