

ANNA "CHRISTINA" GOMEZ

Odessa TX | 4322275372 | gomezluv@hotmail.com

Professional Summary

Detail-oriented accounting professional with a strong foundation in office administration and financial operations. Proven expertise in accounts payable/receivable management, data entry, and records maintenance with a focus on accuracy. Skilled in bank reconciliation, invoice processing, and payroll administration.

Skills

- **Accounts Payable/Receivable Management**
- **Bank Reconciliation and Reporting**
- **Invoice and Billing Management**
- **Inventory Management and Optimization**
- **Proficiency in Quickbooks, Syteline, Open Invoice, Lexus Nexus, Veriforce, Qwiktrac and others.**
- **Financial Transaction Processing**
- **Payroll Processing and Compliance**
- **High-Volume Data Entry and Analysis**
- **Audit Preparation and Support**
- **Accounting Accuracy**

Work History

Accounting and Data Clerk (Temp)

02/2024 to 08/2024

Express Employment Services – Midland, TX

- Sivallas, Inc.- Contract ended August, 2024
- Used Syteline Software
- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- Prepared invoices and processed incoming and outgoing payments.
- Completed month-end closings with journal entries and reconciling accounts.
- Improved vendor relationships through diligent communication and prompt issue resolution.
- Position ended after company outsourced accounting department duties.

Office Assistant/Bookkeeper

LL SERVICES LLC – Odessa, TX

- January 2022- October 2023
- May 2021- August 2021
- Ensured timely completion of monthly bank reconciliations, adhering to strict deadlines for financial reporting purposes.
- Used software: QBO, QBD, WORD, EXCEL, OPEN INVOICE
- Facilitated new hiring by providing driver orientation, training new hires, submitting documents for insurance, drug screens, and completed background checks.
- Streamlined invoice processing for timely payments, reducing the overall outstanding balance of accounts payable.

- Laid off during slow season.

Office Manager

09/2016 to 08/2019

JD4 & Associates Services LLC – Midland, TX

- Accounts Payable. Ensured timely vendor payments, fostering strong relationships and securing favorable pricing for the company.
- Accounts Receivable. Processed payments, and documented account updates.
- Managed collections and follow-up on past-due accounts to speed up payments and minimize risk.
- DOT permits,
- Human Resources. Efficiently managed personnel files, maintaining confidentiality while keeping records up-to-date and organized.
- Proficient in ISNetworld.
- Knowledgeable in vacuum trucks services.

Office Manager

05/2006 to 11/2014

Lobo's Services – Midland, TX

- Managed accounts payable and receivables and payroll.
- Maintained accurate financial records by reconciling accounts payable/receivable transactions regularly to ensure balanced budgets.
- Conducted research to resolve complex accounting issues, enhancing overall departmental knowledge.
- Coordinated regularly with finance and accounting teams on accounting policies and procedures, general ledger and consolidation processes.
- Maintained organized filing systems for accounting records, ensuring easy access to crucial financial information when needed.
- Assisted in developing departmental policies and procedures related to commercial vehicle inspections and requested all DOT permits.
- Facilitated collection efforts and maintained accurate records on activities.

Education

High School Diploma

Permian High School - Odessa, TX

432-889-9107

Prosperity Employment Outreach - Midland, TX

Languages

Spanish

Native or Bilingual

English

Native or Bilingual