

# Maria Barrios

## PROFILE

Young professional seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs. Hard worker organized and devoted to meet and exceed expectations multi-tasking, Helpful approach and positive attitude.

## HIGHLIGHTS OF SKILLS

Maintained and initiated Data entry. Follow up with documentation. Maintained a strict standard of confidentiality to ensure that members information are secure, Reconciled and balanced general ledger accounts, maintained clients' chart of accounts, performed month-end close and generated reports. Analytical, attention to detail, communication, numeracy, time management, problem-solving, computer literacy.

## EXPERIENCE

### ➤ **Barcel USA LLC. Coppell, Texas.**

**April 2023 – October 2024**

#### **Senior Accountant**

- Generate financial statements, including profit and loss reports, balance sheets, and cash flow.
- Maintain accurate and timely financial records for multiple intercompany.
- Supports annual audit by providing requested support.
- Perform daily, weekly, and monthly reconciliations of bank accounts and general ledgers.
- Prepare journal entries in various areas such as cash, account payables, accrued expenses, fixed assets, account receivables and prepaid.
- Participate in budget preparation and track budget vs. actual revenue/expenses.
- Maintains historical records by filing documents electronically.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepare and process vendor payments, including checks, ACH transfers, and wire payments, both domestic and international.
- Process account payables month-end close tasks.
- Work on special projects as requested.

### ➤ **Barcel USA LLC. Coppell, Texas.**

**May 2021 – April 2023**

#### **Tax Analyst**

- Assists management with administrative responsibilities.
- Assists day-to-day operations of tax department.
- Review and assist in preparation of tax account reconciliations.
- Perform physical asset inventory.
- Processes journal entries monthly related to Federal and State Tax.
- Register invoices, ensures accuracy of invoices processed, classifies invoices into G/L.
- Generate tax reports through oracle cloud.
- Prepare purchase orders to pay federal and state tax provisions and estimates.

- Review sub-ledger transactions throughout the month and review preliminary financial statements for errors.
- Ensure reconciliation of funds and report using pivot table.
- Prepare and record asset and expense entries by compiling and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.

➤ **Ocean Bank. Miami Florida.**

**February 2019 – May 2021**

**Senior Accounts Payable Clerk**

- Assists management with administrative responsibilities.
- Assists with the day-to-day operations of account payables area.
- Monitor the global travel and expense policies and procedures, ensuring compliance with internal and external regulations and best practices.
- Review and approve travel expense reports and reimbursements, resolving any issues through Concur System.
- Process and verify invoices, ensure timely and accurate payment of vendor accounts.
- Processes check and ACH payments daily.
- Prepare reports, processes T & E reports through the Concur System.
- Assist with month-end closing tasks and support internal audits as needed.
- Distribute departmental correspondence.
- Provides customer support to vendors and employees on accounts payable functions.

➤ **Ocean Bank. Miami Florida.**

**November 2018 - February 2019**

**Customer Relationship Support**

- Handling incoming calls and other communications in Spanish and English.
- Administrative assistance.
- Provides excellent customer service to new and existing customers in person and by phone.
- Assist the operation officer with operational matters as needed.
- Process all incoming correspondence received in the office, prioritizing and determining its disposition.
- Directs mail to appropriate internal staff with instructions and/or suggestions for preparation of a reply.

➤ **GroupM. Miami Florida.**

**August 2018 – September 2018.**

**Junior Reconciliations Specialist**

- Verifying the accuracy of billing details from 2013 and 2018.
- Revise for any errors using the WPP condor system.
- Performing bookkeeping work.
- Coordinate journal entries report.
- Performing account management (accounts receivable and payable)
- Ensure reconciliation of funds and report using pivot table.
- Assist team in audit processes and issues as needed.

- **Sunshine Promotions Corp. Miami, Florida** **2015-2017.**

**Administrative Assistant.**

- Administrative assistant experiences managing business office functions and providing executive level support to principals and clients.
- Process all incoming correspondence received in the office, prioritizing and determining its disposition. Directs mail to appropriate internal staff with instructions and/or suggestions for preparation of a reply.
- Coordinate and organize department related special events.

- **Banco Central de Venezuela. Caracas, Venezuela.** **2014-2015.**

**Administrative Coordinator. Presidency.**

- Administrative Staff Support, Increased office efficiency, support business analysis, and compiled reports.
- Schedule and organize all activities such as meetings, travel, car services, and association activities.
- Handle confidential and sensitive information with poise, tact, and diplomacy.

- **Ministerio de Finanzas, Venezuela. Caracas, Venezuela.** **2006-2014.**

**Accountant. Accounting Department.**

- Preparation and Analysis of Accounting Financial Statements.
- Prepare accurate financial statements and supporting schedules per monthly close schedule.
- Classifies and processes invoices. Processes pay order and checks and payments.
- Prepare and record assets, liability, revenue, and expense entries by compiling and analyzing account information.
- Review and correct sub-ledger transactions throughout the month and review preliminary financial statements for errors.
- Assists with analyzing financial statements monthly and reports on variances.

**EDUCATION**

- Bachelor Public Accountant. Universidad Alejandro de Humboldt, Venezuela, 2014.
- Consolidation Partnership and Business Combination (NIC-NIF). S.C Salabarría Benítez & Asociados, Venezuela, 2010.
- International Accountancy Standards (NIC-NIF), Universidad Alejandro de Humboldt, Venezuela. 2008.

**SKILLS**

- Advanced Excel (Pivot tables, Vlookups)
- Microsoft Office: Proficiency in Power Point.
- ERP System (Oracle Cloud)
- Bilingual (English and Spanish)