

Tiffany Smith

Tsmithca22@gmail.com ■ 909-319-8274

Professional Skills

- | | | |
|--------------------------|-----------------------|-------------------------------|
| • General Ledger Entries | • Ease | • Payroll |
| • Showbiz Timecards | • Collections/NSF | • JD Edwards E1 |
| • Expense Reports | • Bank Reconciliation | • Blackbaud |
| • Vista | • Intuit Tax Software | • QuickBooks |
| • SAP | • PSL | • Vendor Relations Management |

Education

GRAND CANYON UNIVERSITY – Phoenix, AZ
Bachelor of Science in Accounting, 2013

Professional Affiliation

IATSE LOCAL 871

Employment

Credits:

1 st Assistant Accountant	BET D.C. Special	Youngbull Productions UPM: Alexandria Queen-Sneed Accountant: Phil Castaneda
1 st Assistant/Payroll Accountant	Tomboy (2017)	Botia Limited UPM: Brian Gordon Accountant: Gail Gomez
1 st Assistant Accountant	Let There be Light	LTBL Films, LLC UPM: Warren Ostergard

The Bookkeeper Girls – Pasadena, CA	Accountant	11/2015-Current
■ <i>Small Business bookkeeping service</i>		

Providing remote and In-house full charge bookkeeping for small business owners in Southern California.

FoxSports West & PT – Los Angeles, CA

Event Production Accountant

9/2013-11/2015

■ *A leader in sports entertainment serving multiple regions of the United States.*

The lead accountant for multiple departments; processing daily accounts payable transactions and invoices for both networks. Monthly report preparation for SOX 404 and DSO, processing Rights payments, event production cost and expense analysis. Received and verified invoices for goods and services while ensuring all vendors and departments are in compliance with standard accounting principles for accounts payable processing.

Girl Scouts of San Geronimo – Redlands, CA Staff Accountant

1/2012- 8/2013

■ *A non-profit organization that works to empower young women and girls.*

Update and maintain general ledger entries to record all financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). I also conduct the auditing of any troop accounts that are suspected of suspicious activities. In charge of collecting the monthly bad debt caused by NSF checks or unpaid balances for camp or events

Starstruck – Upland, CA

Accounting Assistant

11/2008-12/2014

■ *A full service special events company.*

Maintained office production using my organizational skills and providing customer service to clients during the planning stages of their special events. Ordered event items such as linens, glasses, tableware, etc. Scheduled deliveries and staff for events. Created invoices in Excel. Maintained client records and collected payments prior to the scheduled day of the event.

References available upon request
