

Daisy Cabbat

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Accounting Skills

- 5+ years of experience as an Accounts Payable Clerk/ Specialist
- 5+ years of experience as an Accounts Receivable Clerk
- General ledger, account and bank reconciliations, and postings
- Purchasing, bill issuance and payments, and payroll
- Identify and correct errors
- Journalized, post, and correct transactions
- Prepared financial reports and statements
- Processed insurance payments
- Worked in government and healthcare
- MAS 200, AS 400, Quickbooks, Keystone, Top Office, Ceredian, Sage and PCC Programs
- Microsoft Excel and Word, email, Internet and computerized accounting

General Office Skills

- Quick learner and flexible
- Detailed-oriented
- Team player and ability to work alone
- Answer phones and questions
- Great at multi-tasking abilities
- Ability to work well under pressure

Experience

Accounts Payable Clerk
Caffe D'arte

April 2023 to November 2023

- Processing, analyzing, reviewing and posting vendors invoices for payment
- Preparing, printing and mailing checks for payment
- Maintaining, reconciling vendors accounts
- Resolving and assisting any invoices inquiries from vendors and staffs
- Posting deposits from different stores

**Accounts Payable Clerk
Kinship Group**

February 2022 to September 2022

- Processing, analyzing, reviewing and posting vendors invoices for payment
- Printing and processing check runs as needed.
- Preparing and processing checks for mailing
- Maintaining and reconciling vendors accounts
- Resolving and assisting all invoices inquiries from vendors and staff

**Accounts Payable Specialist
Northwest Forklift, Inc**

August 2018 to January 2022

- Processed, analyzed, reviewed and posted vendors invoices for payment
- Printed and generated payment checks for payments
- Prepared and processed checks for signature
- Maintained, reconciled and filed vendors account
- Resolved and assist all invoices questions and A/R back-up

**Accounting Cash Clerk
Regency Pacific Management**

March 2017 to January 2018

- Reconciled records of bank statements and general ledgers of 40+ facilities
- Prepared bank deposits, monitor status of all bank accounts and stop payment request
- Generated and write out checks for facilities daily cash deposits

**Government Accounting /Accounts Payable
DAGS/State of Hawaii**

December 2014 to May 2016

- Prepared and processed purchase orders
- Reconciled, posted, and checked documents for correct entry, mathematical accuracy, and proper codes.
- Processed invoices for payments and Accountants back-up

**Floral Designer
Passion Roots Floral and Design**

March 2010 to July 2016

- Created and designed wedding centerpieces
- Designed bridal, entourage bouquets, and floral accessories

**Accounts Payable/Payroll and HR Assistant
Oahu Waste Services**

September 2005 to April 2011

- Processed, analyzed, and reviewed vendors invoices for payment
- Printed and generated payment checks for payments
- Prepared and processed checks for signature
- Maintained and reconciled vendors account
- Monitored and fixed employees daily time clock in and out

Central Poster/Cashier
Castle Medical Center

October 2001 to October 2006

- Posted and adjusted insurance payments
- Posted and adjusted Patients/private payments
- Prepared deposits for various departments
- Maintained, reconciled, and balanced daily transactions and general ledger

Education

Certificate

Medical Office Billing and Insurance

2001

- Took classes in Civil engineering and nursing.