

André Borghetti

Camarillo, CA 93012

805-832-9956 • andreborghetti@yahoo.com

OBJECTIVE

To perform duties and administrative support as an Accountant, using my wide range of skills, experience and training in financial services and general office practices.

PROFESSIONAL PROFILE

Comprehensive knowledge of responsible financial record-keeping methods, procedures, and general office practices in a high-volume accounting office. Outstanding customer service background and time management skills, educated and energetic professional recognized by coworkers as a quick learner with exceptional computer skills.

- ◆ Oracle PeopleSoft Financials 9.2, QuickBooks Pro, Excel
- ◆ Seven years of accounting, taxation and administrative experience
- ◆ Wire transfers, EFT, accruals
- ◆ Pcard processing & reconciliation
- ◆ Financial reporting/analyses/GAAP
- ◆ Accounts receivable aging/collections
- ◆ AP disbursements/coding/GL posting

EDUCATION

CSU CHANNEL ISLANDS, Camarillo, CA

Bachelor of Arts-Concentration in Business/Accounting; 2007

Minor in Business Administration; 2007

CONEJO VALLEY ADULT SCHOOL, Thousand Oaks, CA

Bookkeeping Certificate; 2009

EMPLOYMENT

ACCOUNTANT, CALSTATE UNIVERSITY CHANNEL ISLANDS

CAMARILLO, CA 08/2010-present Supervisor: Myrna StaAna

Responsible for the analyses, accounting operations, reporting and disbursement function of the University, providing services intended to meet the needs of its customers, both in the internal campus community, external vendor community, and the regulatory community who govern and audit the operations. This includes but is not limited to journal entries, accruals, auditing, reviewing incoming receipts, purchase requisitions and invoices to ensure accurate entries/approvals/coding. Making necessary corrections when need, processing of checks for vendors, employee travel advances and claims, student financial aid and fee refunds, vendor maintenance, salary and wage advances, submission of claims for reimbursement, sales and use tax compliance and reporting, reconciliation of accounts, credit card purchases, balances, and system processes related to this function. Compile, verify, and reconcile financial data using records management systems for external/internal customers, accounts receivable, cashiering; investigate and resolve errors and discrepancies. Collects and analyzes financial data and prepares monthly combined financial statements and reports. Performs additional analysis for explanatory text required for reports and statement. Coordinates preparation of monthly financial package and reviews for accuracy.

- ◆ Ability to independently prioritize tasks and meet critical deadlines

PROGRAM REPRESENTATIVE, EMPLOYMENT DEVELOPMENT DEPARTMENT

Oxnard, CA 05/2009-08/2010 Supervisor: Andrea Sanchez

Provided customer service to job seekers, unemployment and disability claimants and employers, marketing and promoting EDD products and services. Referred customers to EDD special services and partner resources when appropriate.

- ◆ Gathered and disseminated labor market information to employers and applicants complying with all Federal and State legislation, departmental policies and procedures
- ◆ Provided prompt and courteous customer service for both internal and external customers using a wide range of computer applications and office equipment to support the department functions

ACCOUNTANT, CALSTATE UNIVERSITY CHANNEL ISLANDS

CAMARILLO, CA 01/2007-04/2009 Supervisor: Emily Deakin

Responsible for weekly disbursements of payable accounts using funds of the university and its auxiliary organizations, as well as recording financial transactions, such as accounts payable and other general accounting functions as required. Data review for accuracy and completeness through the accounts payable cycle using working knowledge of GAAP and CSU governmental financial record-keeping methods, procedures, and practices. Assisted the Procurement department reviewing procurement documentation and coordination of process with staff and vendors.

- ◆ Strengthened department's accuracy effectively researching, and investigating over/under charges through review and analysis of university vendors' aging reports
- ◆ Support for accounting processes of affiliated corporations
- ◆ Using effective processing methods established strong reputation between internal and external customers

FINANCIAL AID PEER ADVISOR (part-time), CSU CHANNEL ISLANDS

CAMARILLO, CA 9/2005 - 10/2006 Supervisor: Maria Elena Zendejas

Assistant to the financial aid counselor providing initial face-to-face customer service to external and internal customers, using full knowledge of financial aid policies and procedures. Answer phones, greet and direct visitors to appropriate areas or person. Compose and produce correspondence and reports. Designed and produced reports and research data and information on the internet. Assisted students with course registration, advisement system and schedule, and financial aid eligibility.

OPERATIONS ASSISTANT, Gattinara Enterprises

WESTLAKE VILLAGE, CA 09/2000 - 12/2006 Manager: Don Guarganis

Hired to be an assistant to the general manager and owners in broad areas such as accounting, customer service, purchasing, sales planning, and clerical activities. Involved in diverse areas of the subdivisions' daily routine such as budget, service, the selection of vendors and products, staff support and conflict resolution, and office activities.

Skills

Expert level in PeopleSoft Financial 9.2, Great Plains, QuickBooks Pro, Photoshop and Microsoft Office suite applications, typing at 45 wpm and 10-key adding machine certified by Ventura College. Capable of installing, configuring, and troubleshooting various hardware and software components.