

RIZA MAE

VIDEO INTERVIEW

EXPERTISE SKILLS

- Accounts Payable Management
- Invoice Processing & Verification
- Vendor Payment Processing
- Billing Discrepancy Resolution
- Financial Data Entry
- Invoice Accuracy Checking
- Vendor Inquiry Resolution
- Payment Scheduling & Monitoring
- ACH & Wire Transfer Processing
- Check Payment Preparation
- Utility Bill & Expense Tracking
- Financial Record Management
- Petty Cash Management
- Month-End Reporting Support
- Annual Budgeting Assistance
- Basic Payroll Preparation
- Tenant Payment Form Administration
- Approval Follow-Up & Coordination
- Cross-Departmental Collaboration
- Organization & Attention to Detail

TOOLS

- **Accounting & Property Management:** YardiOne, Payscan, Voyager
- **Payment Methods & Processes:** ACH Transfers, Wire Transfers, Check Payments, Surepay Forms
- **Accounting Operations:** Invoice Tracking, Utility Billing, Petty Cash Management, Financial Data Entry

Riza is an Accounting Associate with 10 years of experience in accounts payable, invoice processing, vendor payments, and financial record management. She has a strong background in reviewing invoices, verifying payment details, investigating billing discrepancies, and coordinating timely payments through checks, ACH, and wire transfers. Her experience also includes tracking utility expenses, managing petty cash, supporting month-end reporting, and assisting with annual budgeting. Familiar with YardiOne, Payscan, and Voyager, Riza brings strong attention to detail, organizational skills, and hands-on experience maintaining accurate accounting records and supporting day-to-day financial operations.

WORK EXPERIENCE

ACCOUNTS PAYABLE SPECIALIST / ACCOUNTING ASSOCIATE

Business Service Group | 2019 – 2025

- Processed and verified daily invoices, maintained accurate financial records, and monitored utility bills across multiple accounts. Investigated billing discrepancies, missing approvals, and vendor payment inquiries while supporting month-end reports, annual budgeting, and tenant payment administration.

ACCOUNTING STAFF

MBS Marine Allied Port Services | 2015 – 2019

- Processed and verified supplier invoices, monitored payment records, and coordinated timely disbursements through checks, ACH, and wire transfers. Managed petty cash transactions and maintained accurate payment documentation in accordance with company procedures.

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