

Ivy Liu
23007 Ditz Ln., Lake Forest, CA 92630
Tel: (714)681-8396 | Email: ivyliu63@gmail.com

SUMMARY

Resourceful Accounting professional with knowledge in general accounting, Intellectual Property portfolio, full cycle receivable, expense reporting, and budget management. Enthusiastic team player with a strong work ethic, problem solving skills, and work well in a high-pressure environment. Skills include:

- General Accounting and GAAP compliance
- Detail-oriented, Multi-tasks, and quick learner
- Budgeting and Financial management
- Organizational and analytical
- Oracle, SAP, Netsuite, QuickBooks, Blackline, Advanced MS Excel, and MS Office
- Fluent in Chinese-Mandarin

PROFESSIONAL EXPERIENCE

Calamp Corp. – Irvine, CA

April 2019 – Present

Senior Accountant

- Perform monthly and quarterly closing functions. Prepares and records asset, liability, revenue, and expenses entries and all balance sheet accounts reconciliation
- Analyze expenses and expense accruals to ensure they are recorded appropriately; propose clean-up or adjustment JEs if needed
- Perform inter-company reconciliation process. Work closely with internal teams to resolve difference between inter-company entities
- Cash accounts booking and bank reconciliation
- Fixed asset booking and roll forward report preparing
- Prepare audit schedules that may be requested by auditors and assist with questions
- Prepares ad hoc reports based on assistant controller request

Parker Hannifin Corp. - Irvine, CA

January 2018 – April 2019

Senior Accountant

- Participate in month end close, reporting and account reconciliations.
- Auditing and examining travel expense reports, reviewing and consolidating division reports for management meeting.
- Perform Accounts Payable duties, including setup vendors, managing payments, and reimbursements.
- Verify and manage Engineering Working Orders to make sure total hours and amounts are accurate. Prepare weekly summary spend reports, and investigate budget to actual variances.
- Assist employees with division time keeping system and prepare various labor reports.

Vizio, Inc. - Irvine, CA

April 2014 – January 2018

Accountant II

- **General Accounting**
 - Lead the month-end close process. Responsible for journal entries (accruals, amortization, allocation, and intercompany activities), balance sheet reconciliations
 - Maintains and balances accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
 - Cash and investment accounts booking and reconciliation.
 - Fixed asset booking and prepare monthly depreciation report.
- **SharePoint Marketing Budget Analysis**

- Manage \$60M Marketing budget in SharePoint: from setup, update budget, through purchase requisitions, and invoice submissions.
 - Perform monthly Marketing accruals, roll forward, budget analysis, and reconcile discrepancies, as well as support year-end audit requests.
 - Facilitate meetings with Marketing, Sales, and Finance teams to review purchase requisitions, and actuals in SharePoint.
- ***Intellectual Property (IP)/Legal***
- Review legal invoices and perform vendor bill backs on a monthly basis.
 - Manage IP portfolio for over 20 licenses: forecasting, and calculating related product cost, and license expense.
 - Perform monthly IP and Legal accruals, review related accounts, as well as perform quarterly royalty reports, invoices and payments.
 - Lead quarterly meetings to present current status analysis of IP/Legal related matters.
- ***Accounts Receivable***
- Performed full-cycle Accounts Receivable duties, including managing collections, chargebacks and payments for Vizio's major retailers.
 - Reconciled all credit card accounts on a monthly basis, including cash receipts, customers' disputes, and refunds.
 - Coordinated with Business Development team to process software revenues' recording, calculation, and invoicing.
 - Prepared monthly sales allowance accruals, and adjustments, as well as support year-end audit requests.
 - Worked closely with cross-functional teams to resolve customers' concerns and disputes on pricing, returns, short ships and various chargebacks.
 - Trained new employees on accounting principles and procedures.

Dospartner- Walnut, CA
Staff Accountant

January 2013 – February 2014

- Payables and Receivables: verify incoming invoices and process payments; generate wholesalers, retailers, and intercompany invoices and collect payments, and reviewing aging reports.
- Post cash receipts, issue refunds and cut checks on a weekly basis.
- Update daily sales report and transaction reports, as well as credit card transaction forecast.
- Involved in month end closing: created month end checklist, review petty cash count, prepare accruals, reconcile bank/ credit card statements,
- Verify customers' credit line, communicate with customers for current on-hand inventory, initiate inventory transfer, arrange timely shipments, and reconcile monthly inventory report.

Farmers Insurance Group - Chino, CA
Office Manager

March 2012 - January 2013

Lee's Sandwiches - Fullerton, CA
 Supervisor

July 2009 - March 2012

EDUCATION

California State University, Fullerton
Bachelor of Arts, Accounting Concentration

Fullerton CA