

Leilani Cross

Accounting Specialist II, Accounts Payable

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STRENGTHS

- 🔍 **Reconciliation Focus**
When records did not match, traced source documents and coordinated corrections until balances and support aligned.
- 💡 **Policy Guidance**
Explained payment requirements in plain language, giving internal customers a practical path through unfamiliar procedures.
- 📁 **Audit Readiness**
Organized evidence so reviewers could follow transactions quickly, a habit that built confidence during finance reviews.
- 👥 **Customer Support**
Responded to vendor and employee questions with patience, protecting confidential details while moving issues forward.
- ✅ **Payment Accuracy**
Caught coding, duplicate, and missing document issues before release, keeping payment records dependable and complete.

SKILLS

Accounts Payable

Accounting Reconciliation

Financial Recordkeeping

Computerized Accounting Systems

Microsoft Excel

Financial Reporting

Invoice Processing

Expenditure Coding

Governmental Fund Accounting

Billing Documents

Payment Processing

SUMMARY

Accounting specialist with four years of full time experience supporting **accounts payable**, reconciliations, financial records, customer inquiries, and policy based business processes in complex public service and education organizations. Processes invoices, reimbursements, receipts, deposits, **billing documents**, and payment records through **computerized accounting systems** and Microsoft Excel. Reconciles vendor, cash, and payable records, researches discrepancies, applies **governmental fund accounting** and expenditure coding, and prepares clear financial summaries for month end review. Supports internal and external audits by assembling traceable documentation and resolving evidence gaps. Communicates procedures with internal customers, vendors, finance staff, and management while protecting confidential information. Brings dependable documentation, sound judgment, and practical experience applying local, state, federal, and institutional requirements to accurate financial administration.

EXPERIENCE

Accounting Specialist II, Accounts Payable

Northwest Community Services District 📅 July 2024 to Present 📍 Spokane, WA

Supports decentralized **accounts payable** and cash operations for a public service organization. Owns invoice review, expenditure coding, reconciliations, payment documentation, customer guidance, deposits, reporting, and audit support. Coordinates with program staff, vendors, finance leadership, and auditors to keep transactions accurate and payment cycles on time.

- Reviewed invoices against approvals and source records, correcting coding gaps before scheduled payment cycles.
- Reconciled payable and cash records, researching unmatched items with program staff and vendors for resolution.
- Prepared **Excel** summaries and system reports, giving finance leadership visibility into month end account activity.
- Explained payment procedures to internal customers, routing specialized policy questions to appropriate finance resources.
- Recorded **receipts** and prepared deposit documentation, preserving controlled cash records and a traceable audit trail.
- Assembled audit support, tracing selected transactions through approvals and **accounting records** to close documentation gaps.

Accounts Payable Technician, Governmental Fund Accounting

Inland Education Cooperative 📅 October 2022 to June 2024 📍 Cheney, WA

Processed vendor invoices, employee reimbursements, recurring **payments**, and governmental fund transactions within established approval workflows. Maintained computerized **accounting records**, prepared Excel summaries, resolved vendor questions, and organized evidence for audits and finance reviews. Partnered with finance staff to apply correct fund and account coding.

- Processed invoices and reimbursements through approval workflows, keeping **payment documents** accurate and ready for release.
- Applied governmental fund and account coding, researching unclear classifications with finance staff before posting.
- Reconciled vendor statements and payable records, documenting corrections for duplicate or missing transactions.
- Built Excel summaries for payment batches and unresolved items, simplifying supervisor review of exceptions.
- Answered vendor and employee questions about payment status, documentation, and procedural steps with clear guidance.
- Organized invoices, approvals, reconciliations, and payment records, making audit evidence easy to trace.

Daily Deposits Cash Receipts

Audit Support Customer Service

LANGUAGES

English Native

Spanish Beginner

MY CAREER

0
MONTHS

PROJECTS

Decentralized Payment Reconciliation 📅 2025

Created a structured review process for payable and cash records across decentralized operations. Matched source documents, isolated unresolved items, and prepared clear summaries for finance review and timely correction.

Governmental Fund Coding Review 📅 2023

Reviewed expenditure classifications within governmental fund accounting workflows. Compared transaction details with established procedures and documented questions for finance staff before payment processing.

LEADERSHIP & AWARDS

- Recognized by finance colleagues for dependable audit support and clear transaction documentation.
- Selected as a trusted resource for explaining payment procedures and resolving incomplete submissions.
- Received positive internal feedback for organized reconciliation support during recurring finance reviews.

EDUCATION

Associate of Applied Science in Accounting

Spokane Community College 🎓 GPA: 3.5 📅 2022 📍 Spokane, WA

Coursework: *Financial Accounting, Managerial Accounting, Payroll Accounting, Spreadsheet Applications*

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2022
- College Level Accounting Coursework Certificate 📅 2022

TECHNICAL SKILLS

- **Accounting Systems:** Computerized accounting systems, payment records, transaction entry
- **Spreadsheet Software:** Microsoft Excel, financial summaries, spreadsheet reporting
- **Accounts Payable:** Vendor invoices, reimbursements, recurring payments
- **Reconciliation Tools:** Vendor statements, payable records, cash records
- **Financial Reporting:** Accounting statements, billing documents, financial reports
- **Fund Accounting:** Governmental funds, expenditure coding, account classification
- **Cash Operations:** Cash receipts, daily deposits, change funds
- **Audit Support:** Audit samples, supporting records, follow up documentation
- **Payment Controls:** Approval workflows, payment tracking, source documentation
- **Customer Service Tools:** Policy inquiries, procedure explanations, issue referrals

PROFESSIONAL AFFILIATIONS

- Public sector finance professional focused on accurate records, responsive service, and accountable payment operations.
- Accounts payable practitioner committed to clear documentation, sound policy application, and dependable collaboration.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST