

LEYANIS REDONDO

info@leyanis.com | (954) 770-0079

Experienced full charge bookkeeper and financial discrepancy analyst with 7+ years of hands-on experience in accounts payable/receivable, multi entity bookkeeping, payroll processing, reconciliations and audit prep. Adept at identifying financial inaccuracies and resolving them swiftly with QuickBooks, Sage and Excel. Intuit Certified QuickBooks ProAdvisor: Bookkeeping and Payroll. Bilingual (English/Spanish) with a strong reputation for precision, integrity and delivering accurate audit ready records under pressure.

Core Skills

- Full Cycle Accounts Receivable and Accounts Payable
- Financial Discrepancy Investigation
- Journal Entries and General Ledger Maintenance
- Bank, Credit Card, Investment Account Reconciliations
- Financial Reporting: P&L, Balance Sheet
- Expense Tracking and Payment Processing
- Audit-Ready Recordkeeping
- Revenue and Billing Accuracy Audits

Professional Experience

Rock Solid Foundation – Financial Discrepancy Analyst

Remote | Full Time | 05/2025 to Present

- Investigate financial discrepancies across five client accounts, identifying and resolving overpayments and underpayments with precision.
- Manage full cycle accounts receivable and accounts payable processes, including bill entry, vendor payments, and client invoicing.
- Prepare and post journal entries to maintain accurate general ledger records.
- Reconcile bank, credit card, and general ledger accounts monthly to ensure accurate financial reporting.
- Maintain clean audit trails by documenting billing corrections, internal communications, and backup documentation for all entries.
- Generating monthly profit and loss and balance sheet reports to support executive decision-making.
- Communicating directly with clients to clarify billing discrepancies.
- Processing payroll using QuickBooks online based on excel time record keeping.
- Collaborating with cross-functional teams to support month end close, including posting journal entries and reviewing account balances.

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Reynolds & Franke, PC – Full Charge Bookkeeper and Office Manager

Austin, TX | Full Time | 06/2023 to 04/2025

- Managed full-cycle accounts payable and accounts receivable across five clients, including a private foundation.
- Reconciled bank, credit card, investment, and general ledger accounts with a focus on accuracy and timeliness.
- Processed payroll and handled all payroll tax obligations, including quarterly filings, W-2's and 1099s.
- Maintained detailed journals and general ledger postings to support monthly and year-end closing processes.
- Assembled and organized tax return documentation, improving preparation speed and client satisfaction.
- Collaborated closely with CPA and clients to ensure compliance and transparency in all financial reports.
- Coordinated tax return prep and ensured timely delivery of assembled client tax packages.
- Provided administrative support and helped implement organizational systems for smoother day-to-day office operations.

Speedy Concrete Cutting – Accounts Receivable Billing Specialist

Miami, FL | Full Time | 03/2022 to 03/2023

- Manage monthly billing cycle totaling \$1.3 million by reviewing and entering job logs and time sheets for accuracy and compliance.
- Audited billing packages for completeness, ensuring all supporting documentation met internal and client requirements.
- Communicated directly with clients and internal teams to resolve billing discrepancies, submit corrections, and clarify documentation.
- Maintained detailed aging reports and followed up on outstanding balances to support timely collections and cash flow.
- Supported the Controller with operational reports and documentation for internal tracking and client audits.

Yuka Clothing, Inc. – Accounts Receivable Billing Specialist | Personal Assistant

Miami, FL | Full Time | 05/2020 to 02/2022

- Invoice \$500,000 across 260 monthly invoices with precision and attention to timing and accuracy.
- Coordinated with factoring companies to secure advanced funding based on accounts receivable, improving cash flow and maintaining liquidity.

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- Managed collection processes, maintained aging reports, and followed up to reduce past due balances.
- Provided critical support to the controller by reconciling bank accounts and assisting with AP.
- Acted as personal assistant to the owner drafting business correspondence and ensuring daily operational.

Accounting Software

- QuickBooks Online and Desktop | Sage 50 & Intacct

Productivity & Office Tools

- Microsoft Products | Google Workspace | Zoom & Teams

Technical Skills:

- Typing Speed: 60 WPM | Bilingual: Fluent in English and Spanish

Certifications & Education

- Certified QuickBooks ProAdvisor: Bookkeeping and Payroll
- Principles of Accounting | Austin Community College | Continuing Ed. 1/2025