

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 Contract Work | Part-Time | 05/2025 to 10/2025

- Resolved complex billing discrepancies across five client accounts, correcting overpayments and underpayments.
- Handled full-cycle AR/AP including invoicing, bill entry, and vendor payments.
- Posted journal entries and maintained accurate general ledger records.
- Reconciled bank, credit card, and GL accounts monthly to ensure clean books.
- Generated monthly P&L and balance sheet reports for management.
- Ran payroll in QuickBooks Online using Excel and/or Function Fox.

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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 AP/AR for five clients, including a private foundation.
- Reconciled bank, credit card, investment, and GL accounts with accuracy.
- Processed payroll and managed all payroll tax filings, W-2's and 1099s.
- Maintained journals and GL postings to support monthly and year-end close.
- Assembled tax documentation to streamline preparation and improve client satisfaction.
- Partnered with CPA and clients to ensure compliance and transparency in all reports.

Speedy Concrete Cutting – Accounts Receivable Billing Specialist

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

- Managed \$1.3M in monthly billing by reviewing job logs and time sheets for accuracy and compliance.
- Audited billing packages to ensure all documentation met internal and client requirements.
- Resolved billing discrepancies through direct communication with clients and internal teams.
- Maintained aging reports and followed up on outstanding balances to support timely collections.

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

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

- Managed invoicing of \$500k across 260 monthly invoices, ensuring accuracy and timely delivery.
- Coordinated with factoring companies to secure advanced funding and improve cash flow.
- Managed collections, maintained aging reports, and reduced past due balances.
- Reconciled bank accounts and supported AP processes for the controller.

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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