

Leyanis Redondo

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Experienced full-charge bookkeeper and financial discrepancy analyst with over five years of hands-on experience in payable and receivable accounts, multi-entity bookkeeping, payroll processing, reconciliations and audit prep. Adept at identifying financial inaccuracies and resolving them swiftly. Intuit Certified QuickBooks: Bookkeeping and Payroll. Bilingual (English and Spanish) with a strong reputation for precision and integrity.

Accounting Software: QuickBooks Desktop & Online, Sage 50 & Intacct, Restaurant365, and MarginEdge

Payroll & Time Tracking: ADP, Gusto, QuickBooks Payroll & Workforce, Function Fox and Clockify (timekeeping).

AP/AR Workflow: Bill.com, Melio.com, and Online Business Banking (Bill Pay)

Tax & Compliance: Tax Bandit and CCH / Engagement

PROFESSIONAL EXPERIENCE

Bookkeeper – 01/2026 to Present

Vested Child Placing Agency | Part-Time Contract Remote

- Supporting financial operations for a licensed foster child placing agency.
- Performing billing, payment tracking and reconciliation of agency and foster care reimbursements.
- Reviewing and maintaining accounts receivable and accounts payable.
- Preparing and posting journal entries and assisting with month-end closing.
- Reconciling bank accounts and general ledger accounts.
- Process payroll, including expense and mileage reimbursements.
- Maintain financial records in alignment with non-profit and agency requirements.

Financial Discrepancy Analyst – 05/2025 to 10/2025

Rock Solid Foundation | Full-Time Contract Remote

- Investigated financial discrepancies across multiple foster care accounts, identifying and resolving overpayments and underpayments.
- Managed full-charge accounts receivable and payable processes, including bill entry, vendor payments, and client invoices.
- Prepared and posted journal entries to record accruals, deferrals, and posting errors.
- Maintained clean audit trails by documenting billing corrections, internal communication, and backup documentation for all entries.
- Processed payroll using QuickBooks online based on excel time record keeping.

Full Charge Bookkeeper & Executive Assistant – 06/2023 to 04/2025

Reynolds & Franke, P.C. | Full-Time in Austin, Texas

- Managed full-charge accounts payable and receivable across three clients, including a private foundation.
- Reconciled bank, credit card, and general ledger accounts.
- Processed payroll and handled all payroll tax obligations, including quarterly filings, W-2's and 1099's.
- Collaborated closely with CPA and clients to ensure compliance.

Accounts Receivable Billing Specialist – 03/2022 to 03/2023

Speedy Concrete Cutting | Full-Time in Miami, Florida

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

Accounts Receivable Specialist – 05/2020 to 02/2022

Yuka Clothing, Inc. | Full-Time Hybrid Remote in Miami, Florida

- Processed \$500k in monthly invoice based on multi-platform e-commerce sales reports.
- Managed collections and maintained detailed aging reports.
- Reconciled bank statements and resolved discrepancies.
- Participated in inventory adjustments.

Accounts Payable Clerk – 05/2019 to 02/2020

Café Maxx | Part-Time in Pompano Beach, Florida

- Processed accounts payable and inventory
- Reconciled bar, bank, and credit card accounts
- Processed payroll, server tips, and petty cash
- Supported catering operations and coordinated event logistics

Executive Assistant – 10/2017 to 05/2019

The Piper Companies | Full-Time in Miami, Florida

- Managed calendars, scheduled meetings, and coordinated executive priorities.
- Drafted lease agreements and served as primary contact for property maintenance and repairs.
- Secured competitive contractor quotes and managed vendor relationships.
- Processed customer payments, refunds, and service documentation