

Contact

www.linkedin.com/in/stephanie-ng-15720913b (LinkedIn)

Top Skills

Dynamic 365

Enterprise Asset Management

QAD

Languages

Cantonese (Native or Bilingual)

English (Full Professional)

Mandarin (Native or Bilingual)

Stephanie Ng

Student

美國

Experience

Morgan Advanced Materials

Senior Accountant

January 2024 - Present (5 months)

美國 加利福尼亞州 海瓦德

Supervise and train Junior Accountant

Review and code vendor invoices, oversee vendor payment issues, and reconcile accounts

Review AR aging, identify high-priority accounts, and execute a collection plan

Support the period-end closing

Prepare periodic (monthly) balance sheets, income statements, and profit and loss statements

Run ad-hoc reports by the reporting deadlines

Prepare reconciliations of balance sheet accounts

Monitor and analyze manufacturing costs, including direct labor, materials, and overhead

Identify cost-saving opportunities and suggest improvements to increase efficiency and profitability

Oversee inventory valuation and collaborate with production teams to reconcile discrepancies and track inventory movement

Weekly Inventory Cycle counts, providing count sheets, enter counts system and providing results to plant

Maintain a thorough system of accounting processes, policies, and SOX-compliant controls

Internal Controls: Analyze information and processes and recommend improving internal controls over the process flows and financial reporting

Assist with annual financial audit and tax filing activities for the Group and assigned subsidiaries, including preparing audit schedules and financial report and attending to audit's inquiries

Manage various tax compliance processes, including payroll tax, sales tax, property tax and business license filings

Columbus Craft Meats

3 years

Cost Accounting Specialist

February 2022 - January 2024 (2 years)

Hayward, California, United States

Prepare forecast inventory budget report

Assist with SOX control

Monitoring and Reconciling Finished Goods and WIP Inventories and reconcile difference between AS400 and QAD Inventory System

Reconciliations of Outside warehouse inventories and verifying our internal inventory level is accurate

Weekly Inventory Cycle counts, providing count sheets, enter counts system and providing results to plant

Coordinates and supervises period and fiscal year-end inventories

Assist in Month-end Close process and Provide timely and accurate financial reports and schedules

Assist with year-end audit by working with auditors and providing required information

Analyze WIP and finished goods and help delineate when a product moves from R&D to inventory

Accounting & Payroll Clerk

February 2021 - February 2022 (1 year 1 month)

Hayward, California, United States

Payroll - Collecting employees' timesheets and payroll data

Report company payroll

Maintain comprehensive payroll data, inclusive of weekly, monthly, and annual headcount reporting and related financial reporting

Accounts Payable - complete payments and control expenses by receiving payments

Process, verify, match and reconcile invoices

Posting transactions and maintaining the general ledger.

Assist with month end journal entries

Cost Accounting - Prepare production, tonnage, yield, maintenance and interstate transfer reports

Manos Home Care

POS Analyst

April 2019 - February 2021 (1 year 11 months)

Oakland, California, United States

Supervise and review entered timesheets to make sure everything is ready to be paid

Train new employees on payroll

Assist on payroll

Making sure the POS have enough funds

Participate in the production of paychecks based on time sheet submission

Assist other Manos departments with clear and sufficient data to resolve contract and payroll issues with clients and workers

Win & Happy Tours Co Ltd

Accounting Clerk

February 2018 - February 2019 (1 year 1 month)

Hong Kong SAR

Performs accounts payable and receivable for accounting department

Processes purchase orders and obtains quotes. Assists with the monitoring of a department's budget Process credit card, ACH, and wire payments. Greets visitors and answers phones

Prepare check run, checks, and check disbursement report to pay invoices on a timely basis

Order office supplies

Education

美國伊利諾大學厄巴納香檳分校

Master of Business Administration - MBA · (2023 - 2026)

Laney College

Associate of Science - AS, Accounting · (2020 - 2023)

University of Washington

Bachelor's degree, Political Science · (2015 - 2017)

Activity

05/14/2024, Viewed by Aimee Ennik