

Elizabeth Worker
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Professional Experience:

West Coast Hospital

11/2007-07/2008

Time & Effort Coordinator

- Collaborated with Director to establish Time & Effort Office workflow and procedure.
- Trained 300 department personnel on federal effort compliance reporting.
- Reconciled twelve months of compliance reporting and payroll records for accuracy and system errors processing journal entries to correct.

CELLULAR ENTERTAINMENT formerly WIRELESS GIG, INC. – Los Angeles, CA

08/2005 – 11/2007

CELLULAR ENTERTAINMENT is a growing diversified digital entertainment organization focused on cellular device content with a 2007 net profit of \$37 million.

Carrier Billing Analyst

- Created custom monthly financial statements for mobile content customers from internal and external reporting sources for \$100,000 of net revenue.
- Tracked and posted carrier payments received and customer revenue payments due.
- Audited carrier payments for accuracy and discrepancies.
- Explained cellular industry sources of discrepancy between estimated and actual revenues to mobile content customers.

Accounting/Billing Analyst

- Created billing, statement and payment systems and procedures for customers and cellular carriers for \$15 million division budget with \$1.5 million in monthly receivables.
- Interpreted contract terms to establish customer billing, statement and payment schedules.
- Identified potential customer invoice and payment conflicts and implemented solutions.
- Created semi-monthly revenue payment spreadsheets to document customer revenue disbursement requests.
- Reconciled division's monthly carrier and customer payment discrepancies utilizing accounts receivable ledgers.
- Managed division's accounts payable integration into Motricity's financial area during merger including training on division's business model.
- Coordinated complex settlement activities to ensure that amounts received from wireless carriers for benefit of Motricity customers were satisfied per contractual revenue sharing terms.

UNIVERSITY OF LOS ANGELES

01/1999-12/2005

Procurement Specialist

- Processed journal entries to resolve \$1 million plus backlog of invoice issues for \$121 million budget.
- Implemented purchasing procedures for division clinic added to department's fiscal supervision.
- Researched, reconciled and released 15 years of encumbrance discrepancies resulting in \$500,000 department

savings.

Fund Manager, Institute for Social Science Research Department

- Provided 20 faculty members from various academic departments with federal award management including pre-award budgeting and proposal preparation, in-life grant administration and award close out support.
- Audited and processed journal entries, check requests and travel vouchers per GAAP/FASAB and university compliance.
- Performed month-end ledger reconciliation and month-end and fiscal year-end journal entries.

Budget Analyst, Undergraduate Admissions & Relations with Schools

- Administered complex \$3.5 million annual budget in coordination with Director including analyzing expense category and budget variances and making adjustment recommendations to support Director's program mandates.
- Developed annual budget projections for department.
- Audited department purchasing transactions for accuracy and compliance with university accounting practices.

SOFTWARE

Excel, Word, Adobe, PowerPoint, Outlook, Great Plains, Intacct, Access, PeopleSoft, proprietary accounts payable software, West Coast Hospital proprietary Time & Effort Reporting software

EDUCATION

University of Los Angeles B.A., Sociology

Various Accounting classes University of Los Angeles Extension

Contract and Grant Basic certificate UCLA Training & Development