

Phu Nguyen

Account Technician – Accounts Payable

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- Process all transactions relating to ASCC (Associated Student of Cerritos College)
 - ✓ Payable Item: Invoices, Travels, Meal money, Reimbursements, Scholarships, and Services payments
 - ✓ Approve travel requisitions in SpendMap if users are using the “Travel Code”
 - ✓ Generate encumbrance reports and other reports upon request
 - ✓ Prepare all ASCC cash receipt deposits in QuickBooks
 - ✓ Reconcile bank accounts
 - ✓ Process W-9 forms and annual 1099 forms
 - ✓ Research and reissue/process stale dated checks
 - ✓ Transfer funds between accounts as needed
 - ✓ Reports – financial statements, income analysis for year-end close and audit