

Pahoua Carns

Accounting professional with fourteen years in accounts receivable, accounts payable and payroll — keeping the books accurate, the check runs on schedule and the clients looked after.

Open to accounting and administrative roles in the Oregon City–Molalla area.

(503) 939-7592 pahouacarns@gmail.com Mulino, Oregon

Experience

Lisanatti Foods MAY 2020 – JUNE 2026

Oregon City, OR — the company closed in 2026; she ran the accounting department through the wind-down

Accounting Department Manager SEPTEMBER 2025 – JUNE 2026

- Stepped into the role when the department manager retired — "she seamlessly took over my position," in the manager's own signed letter, below.
- Ran the department's accounts receivable, accounts payable, bank reconciliation, and customer, vendor and broker recordkeeping through the company's closure.

Accounting Clerk MAY 2020 – SEPTEMBER 2025

- **Accounts receivable:** entered purchase orders into Microsoft NAV, applied correct lot and date codes to POs, invoiced customers, applied deposits to the appropriate customer accounts and maintained customer files.
- **Accounts payable:** obtained approvals for vendor invoices, applied accurate GL accounts, entered vendor invoices into Microsoft NAV, processed the weekly check run and maintained vendor files.

Mason, Bruce & Girard, Inc. APRIL 2005 – FEBRUARY 2013

Portland, OR — promoted twice in the first thirteen months

Accountant MAY 2006 – FEBRUARY 2013

- Provided and maintained a high level of client service for both internal and external clients.
- **Accounts payable:** entered invoices into Deltek Vision, ran the weekly check runs plus other checks as needed, and maintained vendor files.
- **Payroll:** collected timesheets and expense receipts and processed semi-monthly payroll through ADP.
- Handled month-end reconciliation and reporting.
- Provided reception relief and other administrative duties as assigned.

Accounting Assistant / Billing Coordinator JUNE 2005 – MAY 2006

- Generated and sent invoices to clients, and worked with project managers and clients to resolve billing issues and discrepancies.
- Met monthly invoicing deadlines; data entry into Timberline.

Administrative Assistant APRIL 2005 – JUNE 2005

- Answered a multi-line phone, generated the weekly schedule, prepared mail and packages for shipping, and copied, bound and faxed reports for staff and clients.
- Research, data entry and other supportive duties as needed.

Fred Meyer SEPTEMBER 2003 – AUGUST 2004

Cashier / Customer Service Desk · Portland, OR

- Handled cash with accuracy and efficiency while keeping customer satisfaction high.
- Managed the closing of the customer service desk and four checkout stations.
- Answered a multi-line phone politely and courteously.

Community & administrative work

Oregon City Jr Girls Basketball

Board member & program administrator

- Served on the board as the program's administrator, running its day-to-day operations.

OC3X3 Basketball Tournament

Organizer · Oregon City High School · oc3x3.com

- Helped organize and run the annual OC3X3 tournament for the past five years, a fundraiser for Oregon City Girls Basketball.

Oregon Overtime Basketball (AAU)

Volunteer administrative & organizational support

- Supported a program of more than 70 kids and their parents — schedules, communications and information handled efficiently.
- Worked independently, spotted issues that needed attention, and found practical solutions when parents had concerns.

By the numbers

14

years in accounting roles

70

words per minute

175

ten-key keystrokes/min

4

Microsoft certifications

Systems

Microsoft NAV

Deltrek Vision

ADP Payroll

Timberline

Excel

Word

PowerPoint

Working style

Dependable and punctual

Organized — able to prioritize and multitask

Helpful, friendly and efficient

Team player with a positive attitude

Education & certification

PIVOT — Portland, OR

Business & Computer Technology Training · 2005

- Microsoft Word 2000 Certification
- Microsoft Excel 2000 Certification
- Microsoft PowerPoint 2000 Certification
- Microsoft Access 2000 Certification

Portland Community College

GED certificate · 2002