

CANDIDATE - 8QMbXasD

PROFESSIONAL SUMMARY

Successful accounting professional focused on performance, customer service, and compliance. Offering over 5 years of expertise in general accounting and tax accounting. Experienced in assisting with financial planning and analysis.

SKILLS

- Tax code knowledge
- Payroll Processing
- Payment Processing
- Financial Auditing
- Financial Analysis
- Bookkeeping
- Grants analysis
- Transaction Validation
- Data Entry
- A/P and A/R
- Customer Service
- MS Office Suite
- COR3 experience
- Act 60 knowledge

EDUCATION

BBA: Accounting Graduated 12/2020

***** University of *****

Masters in Accounting (in progress)

***** University Online Campus

WORK HISTORY

Senior Accountant

10/2022 to present

- Prepared, reviewed and analyzed financial statements for a wide variety of clients, including LLCs, Sole Proprietorship and Act 60 companies and individuals
- Supervised Junior Accountant in the processing and reconciliation of cash accounts. Prepared payments to go in SURI for 480s(Professional services), IVU and other taxes.
- Worked with a **proprietary cloud based accounting ERP** exclusively designed for the accounting team to manage multiple clients.

Staff Auditor

***** – Jacksonville, Florida

01/2022 to 04/2022

- Performed audits, reviews and compilations for a variety of business structures including LLCs, C-Corps and Non Profits.
- Performed analytical procedures and tests of details for balance sheet and income statement during audits and reviews.
- Prepared, audited, reviewed, and compiled financial statements.

Accounting Technician

***** – Juana Díaz, Puerto Rico

02/2021 to 09/2021

- Processed, matched, controlled, and distributed disbursements for accounts payable through the use of a computerized system.
- Prepared and entered journal entries into the financial system; performed account analysis and recommendations.
- Helped as an end user with a large implementation of **Oracle** in the area of Accounts Payable.
- Reconciled appropriate account schedules and prepared daily deposit and journal entries as requested.

Accounting Clerk

***** – Santa Isabel, PR

01/2016 to 01/2021

- Prepared federal and state tax returns, as well as tax planning calculations and write-ups for a variety of organizations.
- Processed accounts payable and receivable. Prepared accounting reports and investigated or resolved account discrepancies.
- Coordinated with the office manager in the preparation of the analysis report.
- Helped the owner to transition from **Peachtree/Sage** to Quickbooks online.