

WORK EXPERIENCE

SENIOR CORPORATE ACCOUNTANT07/2015 - PRESENT

San Francisco, CA

- Strong general ledger and reconciliation experience
- A strong eye for detail and desire to learn
- Manage general accounting functions and financials
- Variance analysis and adjustments as needed
- Manage relationships with external clients including audit and banking relations
- Automation of internal processes
- Additional process improvements and ad hoc projects

CORPORATE ACCOUNTANT12/2010 - 06/2015

Houston, TX

- Prepare and review ledger journal entries for multiple entities
- Maintain general ledger and other financial data
- Analyze financial data to assess accuracy and completeness
- Generate financial reports for management
- Prepare account reconciliations and resolve reconciling items
- Maintain accounting policies and procedures related to accounting activities
- Support various audit requests and internal controls testing
- Backup other department personnel as needed, in particular during planned and unplanned absences
- Responsible for the monthly closing of the corporate ledgers, including preparation of monthly closing journal entries, importing of transactions from source systems, and posting of ledgers

JUNIOR CORPORATE ACCOUNTANT08/2003 - 08/2010

San Francisco, CA

- Manage the annual audit process and maintain the relationship with the external auditors
- Take control of capital management and cashflow by preparing monthly cashflow actuals, budget / forecast variance and analysis
- Lead month end Accounting and Compliance ensuring all compliance work is completed on a timely basis
- Own the group balance sheet to ensure making sure it represents our financial position and provide insightful reporting
- Manage the preparation of the group consolidation and monthly reporting package to the US and other stakeholders
- Maintain the lead relationship with our shared services team
- Perform monthly and quarterly financial close tasks
- Ensure proper cut-off for revenue, assets, liabilities, and expenses

EDUCATION

CENTRAL WASHINGTON UNIVERSITY - LYNNWOOD CAMPUS1998 - 2003

Bachelor's Degree in Accounting

PROFESSIONAL SKILLS

- Strong verbal and written communication skills as well as strong planning and organizational skills are required
- Strong analytical skills and willingness/initiative to investigate large and unusual trends or fluctuations. Strong problem solving skills
- Strong communication skills including verbal and writing skills
- Strong communication skills, including presentation skills and ability to persuade and inform
- Strong organizational skills and ability to effectively prioritize workload under tight deadlines
- Prior experience utilizing large ERP (Oracle, SAP, Workday, etc.) Excellent communication skills; ability to work well independently and in teams
- Excellent accounting skills and strong knowledge of GAAP accounting