

# FELIX CARDONA

## SENIOR ACCOUNTANT

### CONTACT

felixcardona@email.com   
(123) 456-7890   
Austin, TX   
[LinkedIn](#) 

### EDUCATION

Master of Business  
Administration  
Accounting  
University of Texas  
August 2010 - May 2012  
Austin, TX

Bachelor of Arts  
Accounting  
University of Texas  
August 2006 - May 2010  
Austin, TX

### SKILLS

QuickBooks  
Taxjar  
GAAP accounting principles  
Accounts payable  
Account receivable  
Financial reporting  
Tax accounting  
Expense reporting

### CERTIFICATIONS

Certified Public Accountant  
(CPA)

### CAREER OBJECTIVE

With over a decade of experience establishing best accounting practices at growing tech companies, I have learned the value of proactively identifying and removing roadblocks to allow accounting to scale with the company. Motivated to continue this work at an early-stage financial consumer startup like AffiniPay.

### WORK EXPERIENCE

#### Senior Accountant

Teachers Pay Teachers

July 2016 - current / Austin, TX

- Established best practices for revenue recognition in compliance with ASC 606 through 50% YoY revenue growth
- Built out processes for monthly and quarterly filing of sales tax returns and registration in new states as required
- Oversaw balance sheet across cash accounts, accounts receivable, prepaid assets, fixed assets, accounts payable, and accrued expenses
- Partnered with management to drive business processes to improve efficiency of financial reporting by 40%
- Led a team of 2 junior accountants, providing mentorship and feedback through weekly 1:1 sessions

#### Accountant

Namely

June 2011 - June 2016 / Austin, TX

- Maintained company general ledger, monthly close processes, and account reconciliations through 100% YoY revenue growth
- Developed and executed internal controls to improve accuracy and reduce error rate by 22%
- Prepared financial statements in accordance with GAAP that conformed to the monthly company budget process
- Prepared detailed schedules and technical accounting memorandum to support complex accounting treatment
- Supported management in executing on employee equity compensation plan to improve employee retention by 11%

#### Bank Teller

IBC Bank

August 2008 - May 2011 / Austin, TX

- Followed bank policies while processing and double-checking customer transactions for 100% accuracy
- Assisted customers with a positive attitude, and explained bank products and services to 30+ new customers a week