

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